



# **SEMS - SLSA Sports Event Management System**

1 — Last update: 7 August 2023

Surf Life Saving Australia

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# 1. Overview

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SEMS (Sport Event Management System) is a single instance and database that supports the total administration of Events and other SLSA affiliated sporting events.

The system includes functions such as:

- Event definition & Management
- Entrant Management
- Event round management including multiple rounds and heats
- Recording of results
- Reporting
- Invoicing registration fees

All levels within the organisation are able to interact with the system in order to perform their defined tasks.

SEMS contains security integration into the SLSA Member Area to support single sign on at all levels of SLSA and system user roles.

The SEMS system security is based on two factors; Users role and where a User sits within our Organisation Hierarchy:

**Club Officer** – Ability to register Teams/Entrants on behalf of club + Member). This includes all reporting for their organisation.

**Recorder** – Carnival Recorders can create draws, run rounds, add results, edit/remove entries in the round/results section, add entries for competitors that are eligible in the round/results section, run reports etc

**EventAdmin** – Create and modify Events, add entries along with entry exemptions and all other functions assigned to the Officer/Recorder roles

**SuperAdmin** – Core SEMS Configuration, inherit SuperAdmin for all levels of the organisation (this includes managing event types, classes, roles, global settings, seasons etc. Along with all functions assigned to Officer, Record and EventAdmin.

Once a User logs into SEMS – displayed in the top right-hand corner of the screen will be:

1. Users Role (SuperAdmin, EventAdmin, Officer) along with the Organisation Level of usage (Surf Life Saving Australia) and
2. Person/User currently logged in.

SEMS has been designed to pull information from Surfguard and update SEMS daily therefore there is no need for clubs, Branch, States to manually perform a 'force surfguard member update'.

At 3am each day, SEMS is updated with members award, patrol details and member registration information.

The terminology has changed slightly from the old Carnival Manager System.

In SEMS, a carnival is referred to as an Event.

In SEMS, an event (Race) is referred to as a Contest

In SEMS, a competitor is referred to as an Entrant or participant.

# 1.1 Accessing SEMS

## Logging into SEMS

URL: <https://sems.sls.com.au>

## Need SEMS Access

To apply for SEMS access, complete and lodge a [Form49](#) with the SLSA IT Helpdesk via a support ticket. URL: <http://support.sls.com.au>

## Logging into SEMS

URL: <https://sems.sls.com.au>

If you have already been assigned access, please log in to SEMS using your Members Area login details.

Note: SEMS users are required to have an active log in to the Members Area.

For any problems accessing SEMS then kindly email: [sems@slsa.asn.au](mailto:sems@slsa.asn.au) for support.

## Log out of SEMS

To Log out of the SEMS, Users need to click their User Name profile, located top right-hand corner of the screen and from the drop down box click 'Logout'

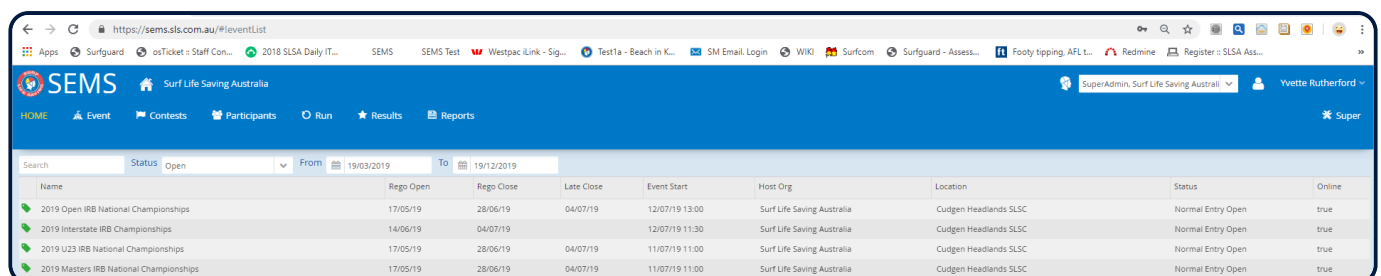
# 1.2 SEMS Landing Page

Once you have logged into SEMS the landing page will provide each user with a list of open active Events accompanied by each Event's basic details such as registration dates.

There is a Status searchable field to view events that have been completed or archived along with an option for Eventadmin/Superadmin Users to access events still in draft stage.

You can also use the date search fields to assist with finding an event.

Users will only see Events displayed that their club has been invited or eligible to attend.



The screenshot shows the SEMS landing page with a navigation bar and a table of events. The table has columns for Name, Rego Open, Rego Close, Late Close, Event Start, Host Org, Location, Status, and Online. The events listed are:

Name	Rego Open	Rego Close	Late Close	Event Start	Host Org	Location	Status	Online
2019 Open IRB National Championships	17/05/19	28/06/19	04/07/19	12/07/19 13:00	Surf Life Saving Australia	Cudgen Headlands SLSC	Normal Entry Open	true
2019 Interstate IRB Championships	14/06/19	04/07/19		12/07/19 11:30	Surf Life Saving Australia	Cudgen Headlands SLSC	Normal Entry Open	true
2019 U23 IRB National Championships	17/05/19	28/06/19	04/07/19	11/07/19 11:00	Surf Life Saving Australia	Cudgen Headlands SLSC	Normal Entry Open	true
2019 Masters IRB National Championships	17/05/19	28/06/19	04/07/19	11/07/19 11:00	Surf Life Saving Australia	Cudgen Headlands SLSC	Normal Entry Open	true

# 1.3 Viewing Events & Contest Lists

To view an Events details, Event Criteria, Fees and authorised Organisations that can enter a specific

Event, right click on the Event name and select the option – Details.

For every Event created any user can view the following information about the Event.

The menu tabs for the Event details will be listed as a submenu (see image below)

The screenshot shows the SEMS interface with the 'Event' menu item selected. The submenu for 'Event' is open, highlighting 'Detail', 'Criteria', 'Fees', 'Organisations', and 'Controls'. The main content area displays the details for the '2018 Interstate Championships' event, including registration dates, competition dates, and event status.

Details	This screen details where an Event is being held, type of Event, registration and competition date details. Who owns the Event
Criteria	Details rules surrounding the Entrants (Competitors) i.e.: age, membership registration season and award requirements for the overall event
Fees	This will show you the fee structure for the event
Organisations	Lists which organisations are eligible to enter into this event
Controls	Details additional rules implemented for this Event such as Allowing Reserves, Combo Teams

To view a list of Contests that are being held within an Event highlight the Event name and click on the open button (located bottom right corner)

The screen will display all the Contests within the selected Event. The screen allows for sorting and filtering by using the filtering options above the contest list.

The screenshot shows the SEMS interface with the 'Contests' menu item selected. The submenu for 'Contests' is open, highlighting 'List', 'Detail', 'Criteria', 'Roles', 'Entrants', 'Officials', and 'Points'. The main content area displays a list of contests for the 'Copy of TEST FSG' event, including filters for Discipline, Class, Solo/Team, Gender, Type, From, To, and Status.

Type	Code	Contest Name	Contest Class	Team/Solo	Minimum Age	Maximum Age	Start	Location	Entrants	Status
1km Beach Run	test	35-39 yrs Female 1km Beach Run	35-39 yrs Female	Solo	35	36			0	Open
6 Person R&R		30-34 yrs Male 6 Person R&R	30-34 yrs Male	Team	30	34			0	Open
FSG Test Contest Type	GT 03	30-39 yrs Male FSG Test Contest Type	30-39 yrs Male	Solo	30	39	31/10/17 12:30		0	Open
FSG Test Contest Type	10062	45-49 yrs Male FSG Test Contest Type	45-49 yrs Male	Team	45	49			0	Open
FSG Test Contest Type	10118	30-34 yrs Male FSG Test Contest Type	30-34 yrs Male	Team	30	34			0	Open

## 2. SuperAdmin Function

Superadmin permission allows for users to

- 1) Create Event Roles
- 2) Add external members (international competitors)
- 3) Create Contest Class (age groups)
- 4) Contest Type (disciplines) which are used when creating Events.

To access the Superadmin menu click on the 'Super' icon located top right-hand corner of the screen. A submenu will appear consisting of Event Roles, Patrol Hours, Contest Class, Contest Types, External.



Revision: 6 — Last modified: 19 December 2019

### 2.1 Event Role Settings

To access the Superadmin Function of Event Roles click on the Super button (located top right of screen) and select 'Event Roles'.

The reason roles are created and can be assigned to a contest or Officials is to allow specific award criteria to be set for different roles that competitors/Officials play within an Event or Contest.

Eg: A Surf Boat contest which consists of 5 competitors has 4 roles assigned to it. 'General Competitor' (representing the 4 rowers) and 1 role assigned called 'Surf Boat Sweep' (representing the sweep)

1 & 3) The Event Role section will list available Event Roles that have been set up by SLSA. Each Contest in SEMS must have a role assigned to it Eg: Surf Race is a solo contest and has a role assigned called 'General Competitor'.

2) By clicking the 'New' button (located bottom left of the Super – Event Roles screen), it activates the area where you create new Roles by typing in the name of the new role, set the role type ie: competitor, assistant (ironman handler), Official or Support. the sweep).



Name	Type	Status	Last Updated
General Competitor	Competitor	Active	31-May-2017 09:23:24
IRB Driver	Competitor	Active	31-May-2017 09:41:49
IRB Crewman	Competitor	Active	31-May-2017 09:42:02
Surf Boat Sweep	Competitor	Active	31-May-2017 09:42:41
March Past Competitor	Competitor	Active	31-May-2017 11:29:31
Ironperson Handler	Assistant	Active	29-Oct-2017 13:43:43
Surf Belt Swimmer	Competitor	Active	21-Feb-2018 13:17:53
IRB Handler	Assistant	Active	16-Mar-2018 11:35:36
IRB Patient	Competitor	Active	16-Apr-2018 16:47:43
Surf Belt Linesman	Assistant	Active	27-Jun-2018 17:21:53
Cameron Male Runner	Competitor	Active	30-Jul-2018 13:45:45
Cameron Female Runner	Competitor	Active	30-Jul-2018 13:45:58
Cameron Female Board	Competitor	Active	30-Jul-2018 13:46:16
Cameron Male Swimmer	Competitor	Active	30-Jul-2018 13:46:32
Cameron Relay Ski competitor	Competitor	Active	09-Dec-2018 11:11:48

Revision: 10 — Last modified: 9 December 2020

## 2.2 Officials Settings

When users, who have access to the super menu, open this page they will be presented with the list of Official's roles present in the system.

Official roles are managed under "Super- Event Roles".

When a user clicks any of the Official roles from the list they will be shown and can edit

- Award set assigned to an Officials Role.
- Condition – Hold/proficient
- Award description – this will display the award description chose in the award set field

Currently the list of Official Roles includes:

Scrutineer

Core Official

Finish Judge/Time Keeper/Recorder

Marshall/Check Marshall/Check

Starter/Check Starter/Check

Senior Official

Technical Official

The screenshot shows the SEMS SuperAdmin interface. The top navigation bar includes links for HOME, Event, Contests, Participants, Finance, Run, Results, and Reports. Below this is a sub-navigation bar with links for Event Roles, Officials, Patrol Hours, Contest Class, Contest Type, and External. The main content area is divided into two panels. The left panel displays a table of officials with columns for Name, Type, Status, and Last Updated. The right panel shows the details for the selected official, 'Finish Judge/Timekeeper/Recorder', including their Role Type, Award Set, Condition, Description, and Info.

Name	Type	Status	Last Updated
Scrutineer	Official	A	31-May-2017 09:26:03
Core Official	Official	A	15-Mar-2018 17:00:27
Finish Judge/Timekeeper/Recorder	Official	A	15-Mar-2018 17:00:44
Marshall/Check Marshall/Check	Official	A	16-Mar-2018 10:39:34
Starter/Check Starter/Check	Official	A	16-Mar-2018 10:41:39
Senior Official	Official	A	16-Mar-2018 10:41:55
Technical Official	Official	A	09-Dec-2020 11:10:58

Details for 'Finish Judge/Timekeeper/Recorder':

- Name: Finish Judge/Timekeeper/Recorder
- Role Type: Official
- Award Set: SS - Technical Official Finish
- Condition: Holds
- Description:
- Info: Currently unused, Last Updated 15/03/18 by Bob

Revision: 7 — Last modified: 9 December 2020

## 2.3 Patrol Hour Settings

SLSA set up the season's relevant min competition patrol hours for each State.

Via this menu tab in Superadmin, you can view the settings. SuperAdmin users can not add or edit this data.

Revision: 5 — Last modified: 9 December 2020

## 2.4 Contest Class Settings

SLSA have set up most age group classifications needed when formulating contests.

Ie: Open Male, U12 Female, 160 Yrs min Mixed.

To create a new Contest Class specific to your level of organisation, click New button (located bottom left of screen from the Super – Contest Class menu) and fill in all the compulsory fields.

Compulsory fields include Contest usage ie: sole or team contest, age and gender requirements.

Once all the fields have been completed, click 'Save' button.

The screenshot shows the SEMS SuperAdmin interface for creating a new Contest Class. The form is titled 'Open Male' and includes several sections for configuration.

**Name:** Open Male

**Description:**

**Usage:**

- ☒ Use in Solo Contests
- ☒ Use in Team Contests

**Qualify by Age:**

Minimum: 15  
Maximum: 100

**Team Contests:**

Min Member Age: 15  
Max Member Age: 100  
Min Combined Age: 1

**Gender:**

- ☒ Male
- ☐ Female
- ☐ Other

**Rules:**

- ☒ Others Can Use
- ☒ Allow Cloning

Revision: 7 — Last modified: 9 December 2020

## 2.5 Contest Type Settings

SLSA have set up most race types used by the organisation. Contest Type/disciplines such as Surf Race, Board Race, 25m Brick Carry or IRB Tube Race.

To create a new Contest Type for your organisation, click New button (located bottom left of screen from the Super – Contest Type menu) and fill in all the fields.

Important to select if the contest type is a 'solo' or 'team' contest.

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SuperAdmin, Surf Life Saving Australia Yvette Rutherford

HOME Event Contests Participants Run Results Reports

Event Roles Patrol Hours Contest Class **Contest Type** External

Name Board Race

Description

Discipline Board

Solo Team

Results Timed Placed

Rules Allow Cloning Allow Lower Organisation Level Usage Use Alleys

Participant Roles

No.	Role	Role Type	Award Set	Condition	Award Description
1	General Competitor	Competitor			

+ - 1

Save 3 Cancel Clone Clear Archive

1. By clicking the + sign at the bottom left of screen will bring up the Participant Role. A Role for each Contest Type must be created.
2. From the drop-down box in the Role section select the appropriate role for the Contest Type you are creating.

Examples:

For a solo contest you would assign 1 x 'general competitor'

For an IRB Mass Contest you would assign 1 x IRB Driver Role, 1 x IRB Crewman Role and 2 x IRB Patient Roles. You would not use general competitor in an IRB Team Contest Type because specific award checking criteria has been applied to these roles.

For a Board Relay Contest – you would assign 3 x general competitor roles.

SEMS Surf Life Saving Australia

SuperAdmin, Surf Life Saving Australia Yvette Rutherford

HOME Event Contests Participants Run Results Reports

Event Roles Patrol Hours Contest Class Contest Type External

Name IRB Mass Rescue

Description Team of 4, 1 Driver, 1 Crew and 2 Patient

Discipline IRB

Solo Team

Results Timed Placed

Rules Allow Cloning Allow Lower Organisation Level Usage Use Alleys

Participant Roles

No.	Role	Role Type	Award Set	Condition	Award Description
1	IRB Driver	Competitor	Silver Medallion IRB Driv	Proficient	Silver Medallion IRB Driver
1	IRB Crewman	Competitor	IRB Crew Certificate	Proficient	IRB Crew Certificate
2	IRB Patient	Competitor	IRB Crew Certificate	Proficient	IRB Crew Certificate

+ -

Revision: 8 — Last modified: 9 December 2020

## 2.6 External (Adding International Competitors)

This area of SEMS allows Superadmin users to add External/International competitors into the SEMS system.

Upon clicking on the Super button, select External from the submenu, you will see a list of all the active external competitors currently added to the system. By clicking on an external competitor's name you will be able to see their details.

To add a person to the external competitor's list click on the 'new' button (located bottom left of screen) and complete the Person Details and Address Details. Only the red fields are compulsory.

**Note:** In the drop down box used to select the external competitor's organisation (club) there are a number of external clubs listed. Contact SLISA Helpdesk if you can not find an external Organisation listed so that SLISA can create this for you.

**+ New**

**Person Details**

First Name \* Enter the Person's first name

Last Name \* Enter the Person's last name

Date of Birth \* Enter the date of birth

Gender ☐ Male ☐ Female ☐ Other \*

Phone Enter the phone number

Email Enter the email address

Status ☒ Active ☐ Inactive

☐ Member of the Public

Organisation \*

**Address Details**

Building Name Enter the building name

Flat or Unit Enter the flat unit details

Street Number Enter the street n

Street Name Enter the street name

Suburb Enter the suburb

State NSW

Postcode Enter the postcode

Save Cancel

Once external (international) competitors have been added into SEMS (via Super – External), they are ready to be added into their relevant contests.

As external competitors do not have any award/patrol/registration data attached to them, when add them to a contest you need to untick the 'qualifying members' checklist when searching for them.

Revision: 9 — Last modified: 8 February 2022

## 3. EventAdmin Functions

EventAdmin permissions allow for administrators to

- 1) Create/edit Events
- 2) Set up a list of contests that make up these Events.

EventAdmins can also

- 1) Run the Event i.e. perform mark-off, create and print rounds and draws, enter results and run reports.

If you are assigned EventAdmin then you also have all the functions of a Club Officer User which include having the ability to register Teams/Entrants on behalf of club + Member) and reeporting functionality.

**Note:** Event Admins cannot edit the 'Class Types' or 'Contest Types' within the system or add/edit external candidates, organisation's or access main system settings.

Revision: 6 — Last modified: 19 December 2019

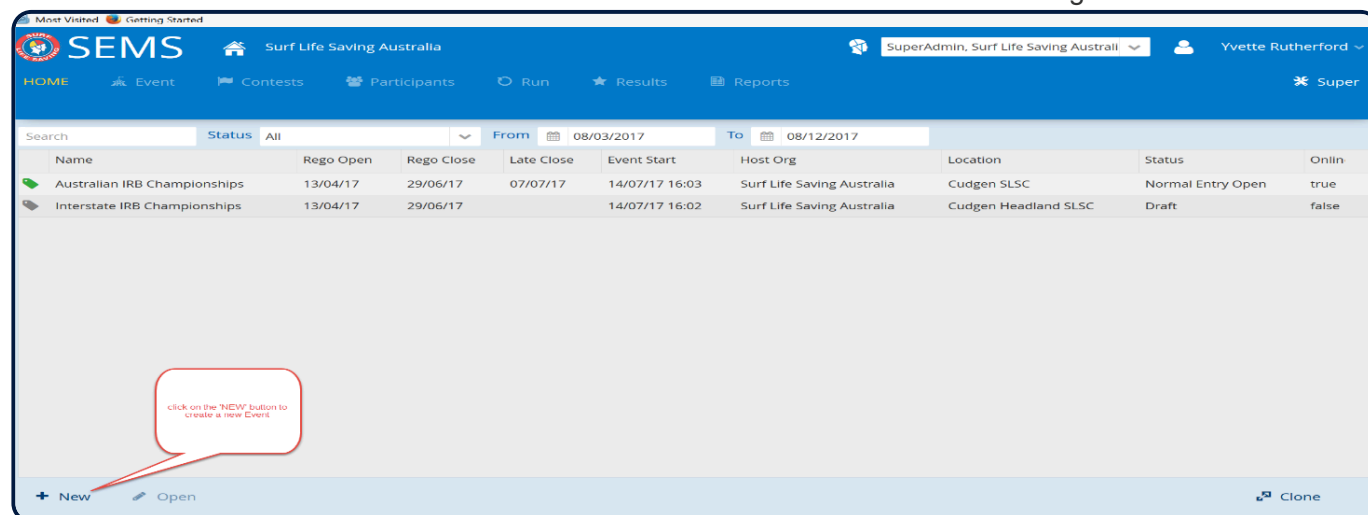
### 3.1 Creating a New Event

SEMS Event Administrators can create Events in SEMS.

An Event can be anything from the Surf Life Saving Australian Championships, a Branch Carnival, an Ocean Swim or simply an internal Club Nipper Championship Point Score Day.

Creating an Event includes setting up the Events Details, List of Contests, Criteria, Fees, participating Organisations and Control Rules.

Click the 'New' button in the bottom left corner of the screen to commence creating a new Event.



Revision: 7 — Last modified: 19 December 2019

#### 3.1.1 Event Details

Enter in Details for your Event.

### 1) What Section:

Add details including the name of your event i.e.: Australian Surf Life Saving Championships

Status: select from options: Draft, Open, Completed, Archived. Open should be used

Online – select either Online or offline. Online makes the Event visible to other users

There are two checkbox's in the 'charge fees' section.

- Per Individual basis: For solo contest – fees charged per entrant basis For team contest – fees charged per team member basis
- Per Team basis: For Solo contest – fees charged per entrant basis For Team Contest – fees charged per team basis

2) Who Section: Select the organisation who 'owns' the event. (SEMS will default to the users Organisation)

3) Where Section: add information on the location of the Event and also manage the event areas. (event areas 3.1.3)

4) Registration Dates: enter timeline conditions for when registrations will be open including late entry timelines and times

5) Competition Dates: The date/s that the event will take place including the start and finishing times

Click 'Save' (bottom left of screen) when all information has been added to your Event

Revision: 10 — Last modified: 16 February 2021

## 3.1.2 Event Criteria

Click on the next Event submenu item – **Criteria**

This screen allows you to configure some basic criteria settings for the Event.

### Age Rules:

1) Restrict by Age will only allow people of a certain competition age range to be eligible for the Event.

Tick this check box and type in the max and min age for the Event ie: Min 13, Max 99

2) User have two options to apply a competitors age in relation to contest age eligibility ie: U23's.

a) Event Start Date to Calculate Age

By ticking this checkbox the system will work out a competitors age at the start of the event.

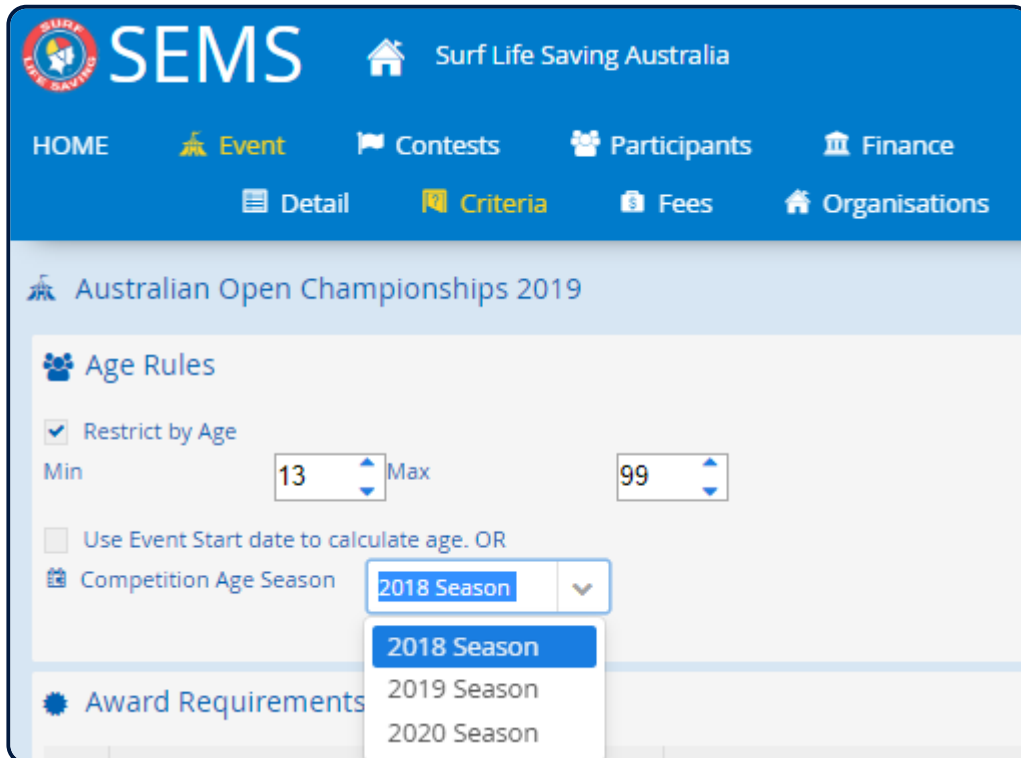
OR

b) Competition Age Season

A Competitor's competition age is determined based on their date of birth (in Surfguard as at 30/9) and the age calculation date set for an event.

To apply the use of the Competition Age Season selecting a season ie: 2021 season from the drop down box.

**Note:** If an Event Criteria Age Rule is set to 'Use Competition Age Season 2021', means the age of the member who has DOB of 18/10/2005 as at 30 Sept of 2021 making the competitor 15 years and 11 months+. Because of this the member is shown as 15 Yrs when listed in SEMS.



## Officials

If you wish to use the Officials module (attendance) and your Officials do not fall into your Event Age Rules eg: You are creating a youth event for 9 to 14 yrs olds, then tick the checkbox 'exempt officials from the age criteria'.

## Membership Registration Rules

Membership Registration defines the season a person is registered for in Surfguard e.g.: 2021  
You can select multiple registration seasons.

**Membership Registration Rules**

☐ 2017 Registration Season  
☒ 2018 Registration Season  
☐ 2019 Registration Season

### Award Requirements

Award Requirements allows the Event Owner to set an award check for anyone wishing to enter the Event eg: competitors must hold a Bronze Medallion

To set an Award Requirement click on the + (Plus) key. This will open up a blank field box.

Using the drop down box arrow select an award from the available list.

Scroll through the lists using the grey arrow located bottom left of the awards list.

**Award Requirements**

Award Set	Condition	Award Description
Bronze/Cert2 Award S	Proficient	Bronze/Cert2 Award Set
OR	Holds	

### Competition Patrol Hour Rule

Competition Patrol Hour Rules should be applied for a Championships Event when the Event owner needs to enforce that competitors have obtained their State minimum number of competition patrol hours for their respective membership category in order to compete. A competition season is a calendar year 1/1 to 31/12

**Competition Patrol Hour Rules**

☒ Enforce Patrol Hours by Sub-Membership Category  
 Competition Season: 2018 Competition Season

Sub-Membership Category	NSW	NT	QLD	SA	TAS	VIC	WA
Past Active	0	0	0	0	0	0	0
Cadet Member (13-15 years)	25	16	25	16	16	16	16
Attendant	0	0	0	0	0	0	0
Leave / Restricted	0	0	0	0	0	0	0
Active (18yrs and over)	25	16	25	16	16	16	16
Associate	0	0	0	0	0	0	0
Award Member	0	0	0	0	0	0	0



**Note:** When enforcing this rule, those members that only need a pro-rata of competition patrol hours to be eligible for Event entry will not be able to be entered by Club Officers.

The event owner will have to put these members entries into the Event (Contests) as an Exemption.

<b>Award Gained/Returning member proficiency date</b>	<b>Active and Under 15 QLD/NSW</b>	<b>Reserve Active QLD/NSW</b>	<b>Active and U15 VIC, SA, WA &amp; NT</b>	<b>Reserve Active and U15 VIC, SA, WA &amp; NT</b>	<b>Active and U15 TAS</b>
January	25	12	16	8	16
February	24	12	15	8	15
March	20	12	12	8	12
April – September	16	8	8	4	4
October	12	8	8	4	4
November	8	4	8	4	4
December	4	4	4	4	4

Click 'Save' and move to the 'Fees' section by clicking on the Fees submenu tab

*Revision: 18 — Last modified: 5 August 2021*

## 3.1.3 Event Areas

Areas are the sub-locations geographically distributed within the main Event location where the Event is being held.

Areas are managed at the Event level and can be assigned to different contests (within the Event) if needed.

Areas can have names and geo-coordinates assigned to them.

Areas can be assigned to officials.

Event – submenu – 'Area'

For a new Event there won't be any area's pre-added hence the page will show no areas for a new event.

**New Area's** can be created by clicking on 'New Area' button.

The form will display three fields for users to input

Area Name – This will be unique within an event. Mandatory, mark with an asterisk

- Latitude (optional)
- Longitude (optional)
- A map button: placed against the coordinates input fields, upon clicking the system will open a pop-up.

With no coordinates present, this pop-up will display a map defaulted to Australia country.

Users can explore the map and click on a location that will mark the coordinates.

If the coordinates values are already present (in both add & edit mode) then clicking on the map button should use those coordinates to show the exact location on the map in the pop-up

Event – Area (once created) will display a list of existing areas that have been added to the Event

The list of areas will display below columns

- Area Name
- Latitude
- Longitude

The list can be filtered using Area Name filter.

Edit area can be reached by clicking on the existing area

This form will have 4 buttons:

- Save – This will save the values from the form. Check for mandatory fields should be applied. Also, see if the Area name is unique for the event.
- Cancel – This will cancel the add/edit activity and unselect the selected area value if opened in edit mode.
- Clear – Clear will clear all the values from the fields.
- Delete – This will prompt a pop-up if the user really wants to delete the area. The confirmation message will say – “Are you sure you want to permanently delete this area?” with Yes/No buttons.

Deletion of areas where they are already associated with contests and officials will remove their relation with contests and officials

Contests where the removed areas were associated will no longer have the areas assigned to them.

Officials, which had removed areas associated with them will no longer have these areas associated.

Areas are assigned to contests via the Contest Detail Menu page.

The screenshot displays the SEMS web application interface. At the top, the 'Event' menu item is highlighted with a red circle. Below the main navigation bar, the 'Areas' sub-menu is also highlighted with a red circle. The main content area shows a table of existing areas with columns for 'Area Name', 'Latitude', and 'Longitude'. A search bar is located above the table. To the right, a form for adding or editing an area is visible, with fields for 'Area Name', 'Latitude', and 'Longitude'. The 'Area Name' field is highlighted with a red circle. Below the form, there are four buttons: 'Save', 'Cancel', 'Delete', and 'Clear'. At the bottom left of the interface, a '+ New Area' button is highlighted with a red circle.

Revision: 7 — Last modified: 9 December 2020

## 3.1.4 Event Fees

Event Administrators can define a range of fees to be charged for Event participant, from registration

fees for Event competitors, registration fees for Event Handlers/exceptions, late registration fees, late amendment to entry fees as well as fees that can be charged per contest. Settings are also provided to allow some fees to be waived or capped at a Contest level.

There are three (3) main fee types that can be charged

- Early Bird Entry
- Normal Entry
- Late Entry

These fee types present in the Fees section based on the Event – Details – Registration dates.

To set the fees for an Event:

- Highlight the Event name
- Right click on the Event name and select 'Criteria'
  1. Click on the sub menu tab 'Fees'
  2. To setup your fees click the 'Edit' button and input your data

**NOTE:**

- Before setting your Event fees you will need to create Contests that will be held within your Event. I.e.: board race, swim race, R&R events along with any exceptions to your Event as this will determine your fees table.
  3. Event Administrators may decide to 'Enforce Registration Fee Payment' rules preventing any competitor/club from starting at an Event if they have not paid the Entry fees. If you enforce 'Registration Fee Payment' then when you go to create your contest draws, unpaid competitors/teams will not be listed.

To enforce this rule, go to 'Event' – 'Fees'

- Tick the checkbox 'Payment is Required Prior to Event'.
- Click 'Save' and progress to the submenu tab 'Organisations'.

**SEMS** Surf Life Saving Australia

HOME **Event** Contests Participants Finance Run Results Reports

Detail Criteria Areas **Fees** Organisations Officials Controls

Australian Open Championships 2021

**Event Fees**

	Role Type	Role	Per Contest/Solo		Exception	
			Entry Fee	Sub Entry	Cap	Cap
<b>Early Bird Entry</b> 19-11-2020 to 04-02-2021	Assistant	All	0.00	0.00	0.00	0.00
	Competitor	All	100.00	0.00	0.00	0.00
<b>Normal Entry</b> 05-02-2021 to 29-03-2021	Assistant	All	0.00	0.00	0.00	0.00
	Competitor	All	150.00	0.00	0.00	0.00
<b>Late Entry</b> 29-03-2021 to 30-03-2021	Assistant	All	0.00	0.00	0.00	0.00
	Competitor	All	150.00	0.00	0.00	0.00
<b>Late Amendment</b>	Assistant	All	0.00	0.00	0.00	0.00
	Competitor	All	0.00	0.00	0.00	0.00

**Enforce Registration Fee Payment**  
Payment is required prior to event

**Exceptions**

☒ Contest Specific Fees

Open Mixed (March Past) March Past

U23 Mixed (March Past) March Past

**Edit** **Save** **Cancel**

4. You may wish to set a fee structure for your Event around specific contests and the roles participants play within the contest; ie different fee for competitors, Assistants (handlers). Click on the checkbox 'Contest Specific Fees' and click on 'Exception' and a list of your contests will present.

Select the contest that you wish to add a specific fee too, click the 'Add' Button and set your fees for that contest. Save once done.

Revision: 18 — Last modified: 10 December 2020

## 3.1.5 Event Organisations

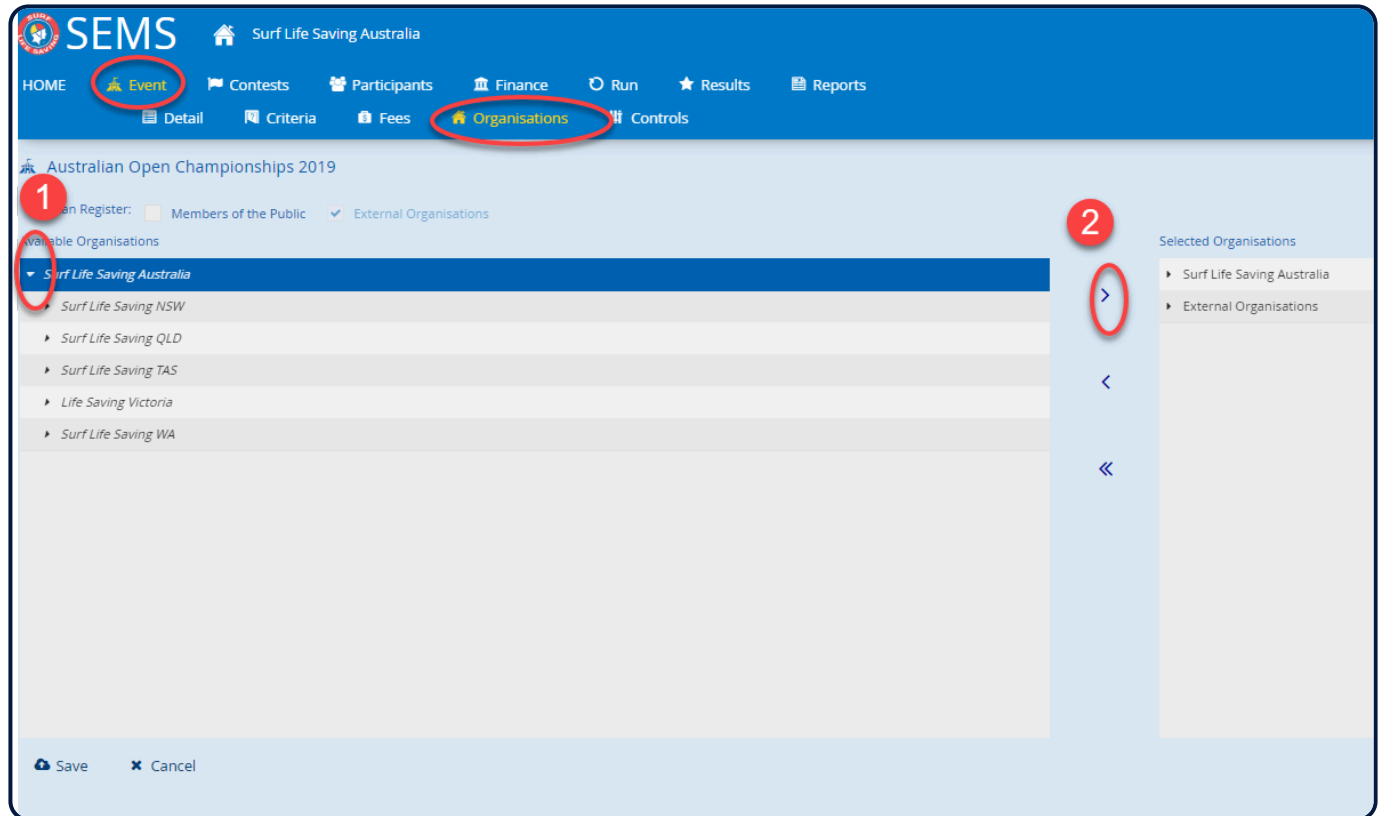
The 'Organisation's' screen allows the owner of the Event to select the Organisation's (clubs) that are eligible to enter into the Event.

Users can select either individual clubs, several Branches, all clubs within a State or all clubs nationwide from the drop-down list.

**(NOTE:** The system works in a hierarchical tree format therefore if you select a state then all the organisations within that state will also be selected)

To select

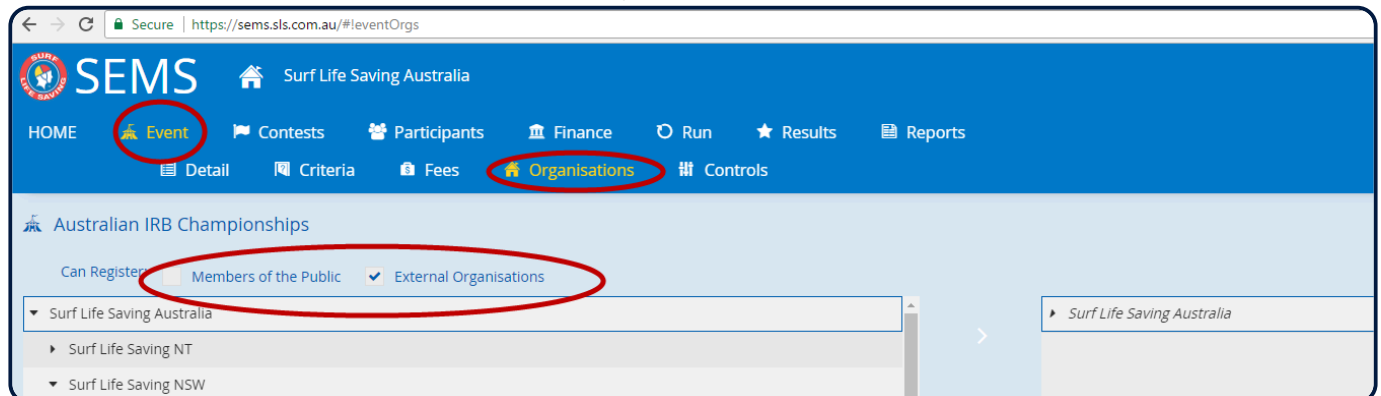
- 1) Click on the arrow to access the drop- down list.  
Highlight the Organisation eligible to enter the Event
- 2) click them over to the right side of the screen using the arrow



Within the Organisation's section, Event hosts can also set the rule to allow the system to accept 'Members of the Public' or entries from 'External/International Organisation's'.

To activate these rules simply tick the corresponding checkbox.

**NOTE:** Members of the Public function has not yet been developed.



Revision: 11 — Last modified: 9 December 2020

## 3.1.6 Event Officials

Please refer to Section 7 for Officials.

This page enables the user to add/remove Officials to an Event for multiple Official roles present in the system and to assign/change roles & areas to these Officials.

Officials cannot be added from external organisations or members of the public.

Revision: 29 — Last modified: 10 December 2020

## 3.1.7 Event Controls

The final screen used in setting up an Event is the '**Controls**' Section.

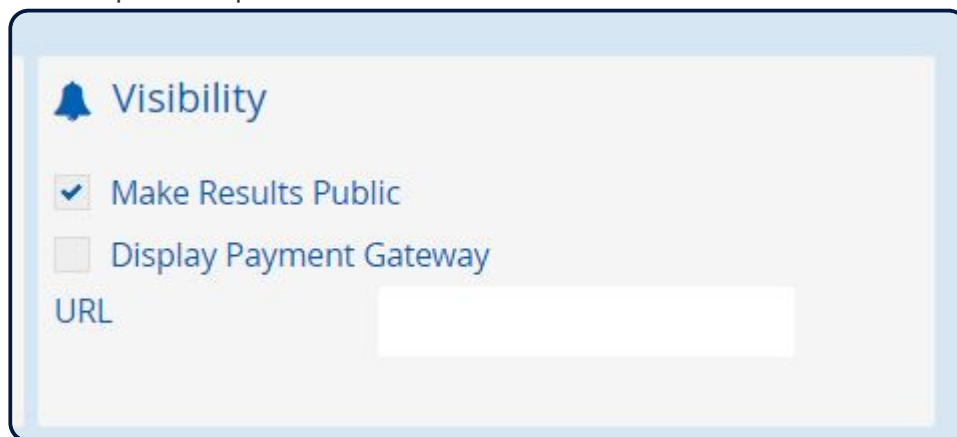
**Entry Options** allows for entries of Combo Teams (from Multi-Organisation clubs) and the entry of Reserves.

Only when the option to 'Allow Combo Teams' is ticked will this function be available for combined club teams through an EventAdmin log in.

**Rules** allows users to create custom Contest Classes and Types

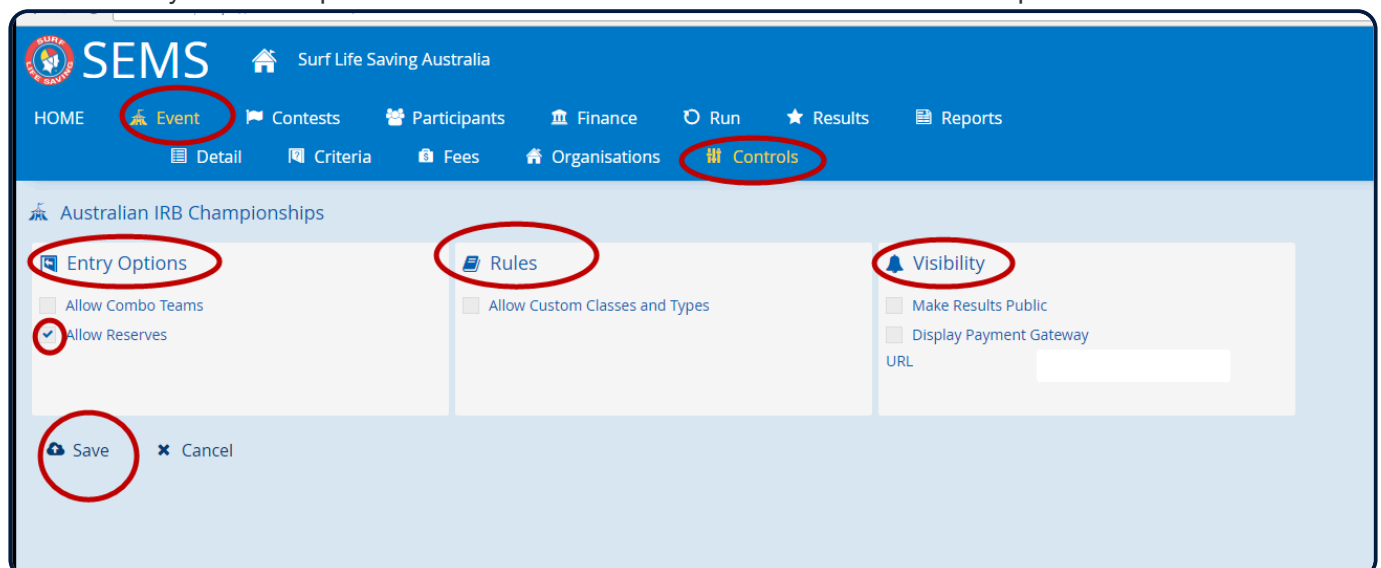
**Visibility** offers an Event host the ability to make results public and to display Payment Gateway details. By ticking the check box 'Make Results Public' activates the events results being available on the Surfspots site.

URL: <https://surfspots.sls.com.au>



The screenshot shows a panel titled 'Visibility' with a bell icon. It contains two checkboxes: 'Make Results Public' (checked) and 'Display Payment Gateway' (unchecked). Below these is a text input field labeled 'URL'.

To active any of these options check the relevant checkbox and 'Save' to complete.



The screenshot shows the SEMS interface for the 'Australian IRB Championships' event. The top navigation bar includes 'HOME', 'Event' (circled in red), 'Contests', 'Participants', 'Finance', 'Run', 'Results', and 'Reports'. Below this, a sub-navigation bar shows 'Detail', 'Criteria', 'Fees', 'Organisations', and 'Controls' (circled in red). The main content area is divided into three sections: 'Entry Options' (circled in red), 'Rules' (circled in red), and 'Visibility' (circled in red). The 'Entry Options' section has checkboxes for 'Allow Combo Teams' and 'Allow Reserves' (checked). The 'Rules' section has a checkbox for 'Allow Custom Classes and Types'. The 'Visibility' section has checkboxes for 'Make Results Public' and 'Display Payment Gateway', and a 'URL' input field. At the bottom left, there are 'Save' (circled in red) and 'Cancel' buttons.

Revision: 11 — Last modified: 27 October 2021

## 3.1.8 Communications

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### CURRENTLY BEING DEVELOPED AND NOT IN PRODUCTION YET.

Event menu – ‘Communication’.

Clicking this sub-menu the user will be able to send notifications to Competitors, Assistants and/or Officials entered into an Event.

Access – Only Eventadmin or Superadmin users working at owner organisation and its parent organisation will have access to this menu/page.

There are three (3) Modes of communication:

1. SMS – This will send the message content as an SMS to the selected members. Character limit:160

**Note:** it will skip the competitors who do not have mobile numbers in their surfguard profiles.

2. Email – This will send the message content as an email to the selected competitors (Plain text editor is provided for security purposes) \* Note\*: This will skip the people who do not have primary email IDs in their profiles.

3. Push notification – This will send a notification to the SLSA Sports App

Filter by:

- Officials
- Competitors & Assistants
- Selecting Officials – the communication will be sent to the Officials entered into the Event. Once the user selects this option, the contest and round dropdowns will be greyed out and disabled. The recipient listing section will list the officials that are entered into the Event.
- Selecting ‘Competitors & Assistants’ then the communications will be sent to the participants that are entered in the Event/Contests. Here the recipient listing section will have the entrants & team members that qualify via the Contest and Round filter criteria.

#### Contests filter

This will list all the contests within the selected event

Have additional ‘ALL’ option to get members from all the contests within that event.

Default option would be ‘All’

The recipient listing will list the unique list of members from both competitors and assistants roles, that belong to the selected contest filter.

#### Round filter

This filter will be available/enabled only when the contest selection box has a specific contest value selected. It will remain disabled when the contest filter has ‘All’ value selected.

This filter will have the round values from the selected contest. Keep additional blank value in this drop-down, this will be the default one selected when a specific contest is selected.

Also, worth keeping this drop-down disabled if the selected contest does not have any rounds created.

Or we can enable this drop-down and not load any value in it.

If this drop-down is in the disabled state or it has the blank value selected in this drop-down means ignore this filter and consider all the member in the selected contest(s).

When a round is selected, then the member listing will get only those members that are part of the selected round and the message will be sent to only those members.

### Recipient Listing

This section displays the unique list of members matching the filter criteria of contest and round.

Note:

- This list will display both solo entrants and team members if the filter is set to 'ALL' contests.
- The total number of members listed is 1000 at one time.

Send action – when you click on the send button then it will send the message in the defined mode of communication to all the members that are listed in the member listing section. If the recipient section doesn't have anyone then you will be alerted with message: 'No recipient is listed for sending the communication'.

Since sending a message to a large group of people will take time, a processing spinning wheel will be displayed and keeping the action buttons & menu disabled until the process is complete. On completion of the activity, the buttons and menu items will be re-enabled.

Cancel action – upon clicking the 'Cancel' button, the user will be redirected to the Event details page.

Success Summary: a small pop-up will be displayed mentioning that 'The SMS/Email has been sent to X number of people, Y number of people had no email ID/Mobile numbers against their profile.'

**Note** The DO NOT SENT EMAIL/SMS setting in member's surfguard profile will be completely ignored in this case.

*Revision: 9 — Last modified: 10 December 2020*

## 3.1.9 Adding Contests to an Event

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Contests are the races that you wish to run within your Event i.e.: Open Male Surf Race.

A contest is made up of a specific Contest Class (age/gender) and a Contest Type (Beach Flags).

SLSA has created a full suite of Contest Class and Contest Types within SEMS that can be used by all levels of the organisation.

From the Home page, highlight the name of your Event and select Contests from the sub menu bar.

Click on the New button (located bottom left side of screen) to commence building your Contests. All the red fields are compulsory.

1. **Class** – Select the class for your Contest i.e.: Open Female, 30-35 yrs from the drop-down box
2. **Discipline** – Select the Discipline for your Contest i.e.: Board or multi discipline for Ironman
3. **Type** – Select the Type of Discipline for your contest i.e.: Board Race, Board Relay, Board Rescue
4. **\*Details\*** – The name for the contest is the display name and you can edit this.
5. **\*Code\*** – All SLSA Events have codes, place your Contest Code here but it is not compulsory
6. **Starts** – Enter the date for when this Contest will first take place within your Event (optional) but relevant if you wish to use check in your Officials
7. **Area** – Using the drop down box select the area that the contest will take place. (Areas names are set



up in the Event – Area Page)

## 8. Rules

- Set the max number of entries allowed for this contest for the whole event. Defaults to 9999
- Set the max number of entries allowed per club for a contest. Defaults to 999
- Set the min number for gender specific Contests i.e.: team must have 2 females in it.

Logic applied to item 7 above:

There are 3 rules that gets applied when it comes to mark a team as complete. Also, they get applied in the given sequence.

a: Number of competitors places that are filled – we do not restrict team from saving is this rule is not fulfilled but mark the team as incomplete

b: Min male/female rule where the min number of male/female condition is checked for the entered competitors. But here also, we do not restrict team from saving is this rule is not fulfilled but mark the team as incomplete

c: Min combined rule – this rule validates the combined age of total number of competitors with the min combined age specified on the contest details page. Here, the system restricts the user from saving the team if the condition is not fulfilled.

Please note that all the above rules are applied only for the competitor roles and not for assistants or officials.

8. If you wish to override a Contest's 'gender' rules by Role, check this checkbox If you wish to define specific Age Rules by Role, check this checkbox

9. Hit the '**Save**' button to return to your Contest list page

SEMS Surf Life Saving Australia

HOME Event Contests Participants Finance Run Results Reports

List Detail Criteria Roles Teams Officials Points

Open IRB National Championships Open Female Mass Rescue Team Contest

**Class**

Class **1** Open Female

Based on Based on

Description

Gender ☐ Male ☒ Female ☐ Other

Min Age 15

Max Age 100

Minimum 1

Make Custom

**Type**

Discipline **2** IRB

Type **3** IRB Mass Rescue (v10)

Description Team of 4, 1 Driver, 1 Crew and 2 Patient

Solo/Team Team

Results Placed

Alleys ☒ Use Alleys

Make Custom

**Detail**

Name **4** Open Female Mass Rescue

Code **5**

Starts **6**

**Rules**

Max Teams **7** 9999

Max Per Club 999

Team Size 4

Min Female 2

Min Male

☒ Define Gender Rules by Role

☒ Define Age Rules by Role

**8**

**9** Save Cancel

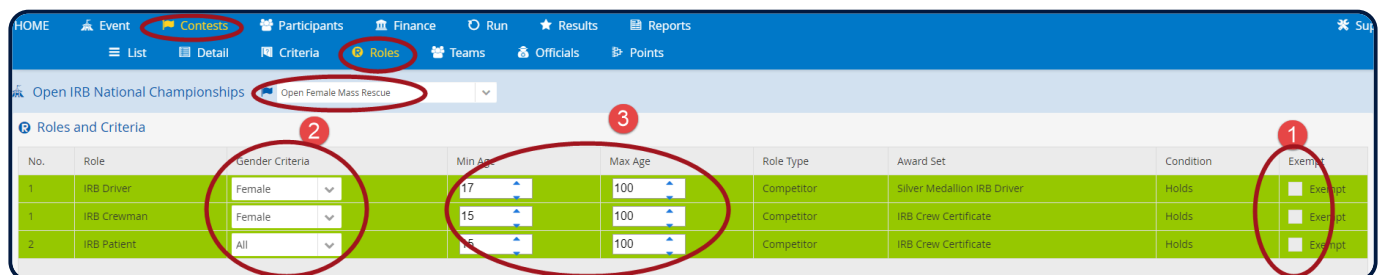
Revision: 21 — Last modified: 10 December 2020

## 3.1.9a Setting Contest Role Criteria

\*As each participant plays a specific role within each Contest, when setting up a Contest, SEMS applies a role automatically. (Roles types have been preset by SLSA within the SEMS SuperAdmin system). To check the Roles pre-assigned to each Contest, right click on the Event name and choose Contests, right click on the Contest name and choose Roles.

If you wish, you can over-ride or change these Role values/rules:

1. To exempt a Role award check within a contest, tick the Exempt checkbox.
2. To change/modify a gender criteria for a specific role within a contest use the 'gender criteria' drop down box and select appropriate Male/Female/All
3. To change/modify the contest Min/Max Age for a specific contest role use the 'Min Age' or 'Max Age' columns



No.	Role	Gender Criteria	Min Age	Max Age	Role Type	Award Set	Condition	Exempt
1	IRB Driver	Female	17	100	Competitor	Silver Medallion IRB Driver	Holds	<input type="checkbox"/> Exempt
1	IRB Crewman	Female	15	100	Competitor	IRB Crew Certificate	Holds	<input type="checkbox"/> Exempt
2	IRB Patient	All	15	100	Competitor	IRB Crew Certificate	Holds	<input type="checkbox"/> Exempt

**Note:** In an IRB Event eg: IRB Rescue Tube Contest consists of three (3) Roles. 1 x IRB Driver, 1 x IRB Crew and 1 x Patient therefore you need all three of these roles. When Clubs place their entries they will need to apply a competitor to each of the roles and will only be eligible for entry if they comply with the Award set against the role.

**Note:** If you modify any of the role type Gender or Age settings ensure that you have ticked the 'Define Age and Define Gender by Role checkboxes in the Contest – details screen

Hit the 'Save' button to return to your contest list

Revision: 14 — Last modified: 9 December 2020

## 3.1.9b Deleting a Contest

Open up the Event.

Highlight the Contest that you wish to delete and click on the Open button.

In the bottom left corner of the screen you should see a 'delete' button.

Revision: 5 — Last modified: 9 December 2020

## 3.1.10 Setting up Contest Pointscore

You can set the pointscore rules and add the points when creating Contests.

Once you have created all of your Contests you can apply a pointscore which will automatically assign the points when you are entering in Contest results..


Go to 'Contests' and highlight and Open a contest. This will activate the submenu tab called 'Points'  
Click on the Points submenu tab.

Click on the 'Edit' button

There are a number of options within the Pointscore Rules section

- a) Only this contest
- b) All the contests
- c) All the SOLO contests
- d) All the TEAM contests
- e) Selected contests. If this is selected then a list of Contests will be displayed and you can tick which contests you wish to apply points to.

Tick the relevant checkbox to apply your Pointscore Rule settings.

 **Rules**

Apply the point score settings to-

☒

 Only this contest

☐

 All the contests

☐

 All the SOLO contests

☐

 All the TEAM contests

☐

 Selected contests

**2019 Open IRB National Championships** **Open Female Mass Rescue**

**Rules**

Apply the point score settings to-

- ☐ Only this contest
- ☐ All the contests
- ☐ All the SOLO contests
- ☐ All the TEAM contests
- ☒ Selected contests

**Contests**

	Name
<input type="checkbox"/>	Open Female Rescue Tube
<input checked="" type="checkbox"/>	Open Female Mass Rescue
<input checked="" type="checkbox"/>	Open Female IRB Rescue
<input type="checkbox"/>	Open Female Teams
<input type="checkbox"/>	Open Male Teams
<input type="checkbox"/>	Open Male IRB Surf Rescue

**Save** **Edit**

### Now add in your Points

Click 'Add Placing'

Type in the number of points to be allocated for Placing 1

Click on 'Add Placing' again to add points for 2nd placing and so on.

Tick the relevant checkbox to apply the rule to **Use Points**

- a) For Each Round
- b) For Grand Final Only

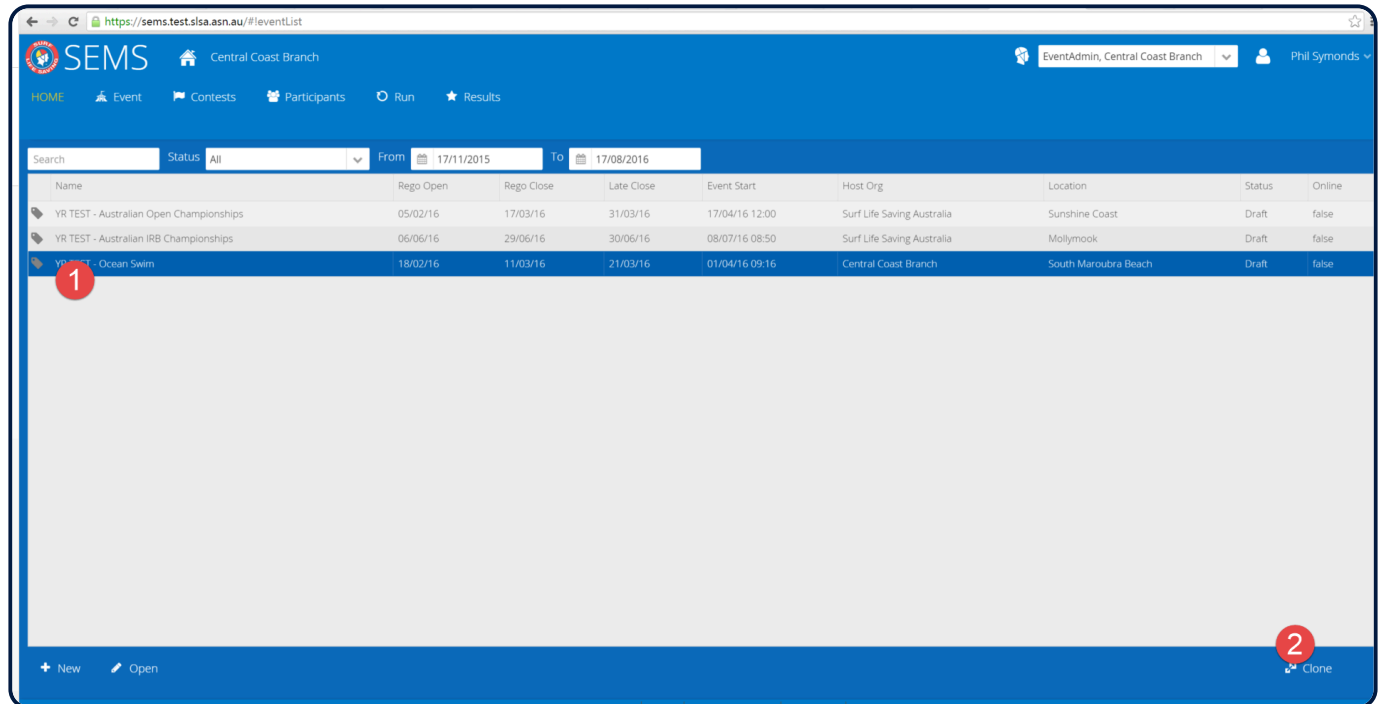
Click the 'Save' Button

Revision: 17 — Last modified: 9 December 2020

## 3.1.11 Cloning Events

Events can be cloned (copied)

1. To clone an Event click and highlight the name of the Event that you wish to clone (see list of Events from the Home page)
2. Click Clone tab (located bottom right hand side of screen)



Note: if a user does not have the 'Clone' button then they need to apply for a higher level of SEMS User functionality.

The Name of the Event will appear as a 'COPY xxxxxxxx'. If you wish to rename your Event – backspace and remove the display name and type in the new name of your cloned Event.

The system will ask which components of the Event you wish to clone:

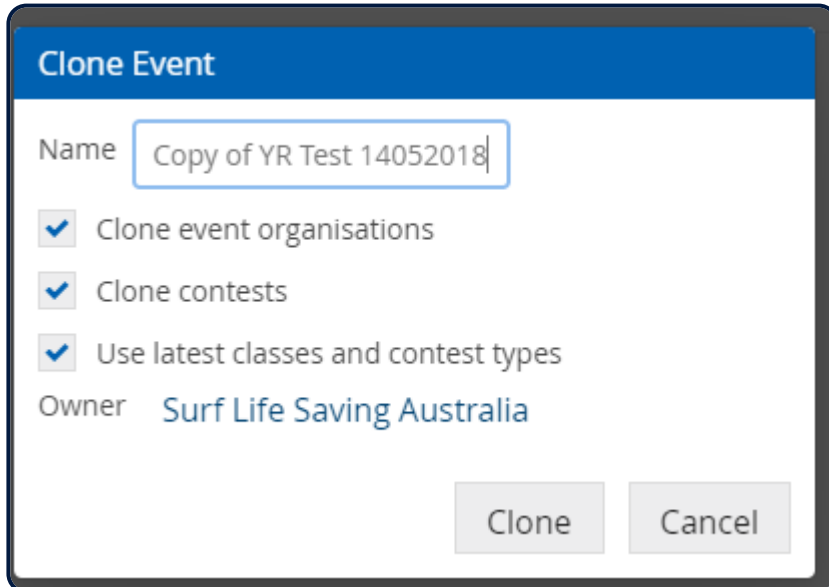
- Clone Event Organisations
- Clone Contests
- Use the latest classes and contest types (it is recommended when Cloning that you check all three (3) boxes)
- Owner – select the new owner Organisation of the cloned Event if different by clicking on the Owner name shown in blue text. This will present a drop down box where you can select the relevant Organisation

Click on the 'Clone Button'

Once you have cloned an Event it will appear in the list of Events on your home page by selecting the Event filtering Status of **'Draft'**.

Highlight and open up your cloned Event and via the Event – Details menu tab amend the name of the Event, set the Event Details and update Events Status and online features.

Continue through the Event submenu items if you need to update the Event – Criteria, Fees, Organisations settings.



Revision: 12 — Last modified: 9 December 2020

## 3.1.12 Multi-Organisation Teams

If an event organisers permits multi-organisation teams to enter into a contest then ensure that in the 'Event' – 'Controls' section you have ticked the checkbox 'allow combo teams'

Club Officer SEMS users will not be able to create combo teams but the event organiser with EventAdmin functions can.

**To create a multi-organisation team follow these steps:**

- Open up the contest that you wish to add the comb team to.
- Click the Add button and type in the team name eg: MNC Combo
- Tick the Multi-Org checkbox.
- Ensure that the organisation displayed is at either the Branch, State or National Level (not a club)
- Click done.

### How to add competitors to the combo team.

- Highlight the name of the combo team and click 'edit'.
- Click on the house (see image below) and then click on the little arrows to filter down to find the name of the surf club for one of the competitors
- Eligible competitors will then be listed and you can select and add to the team.
- Click the Done button
- Repeat the above steps to go to another organisation to find and add another competitor.

Revision: 5 — Last modified: 9 December 2020

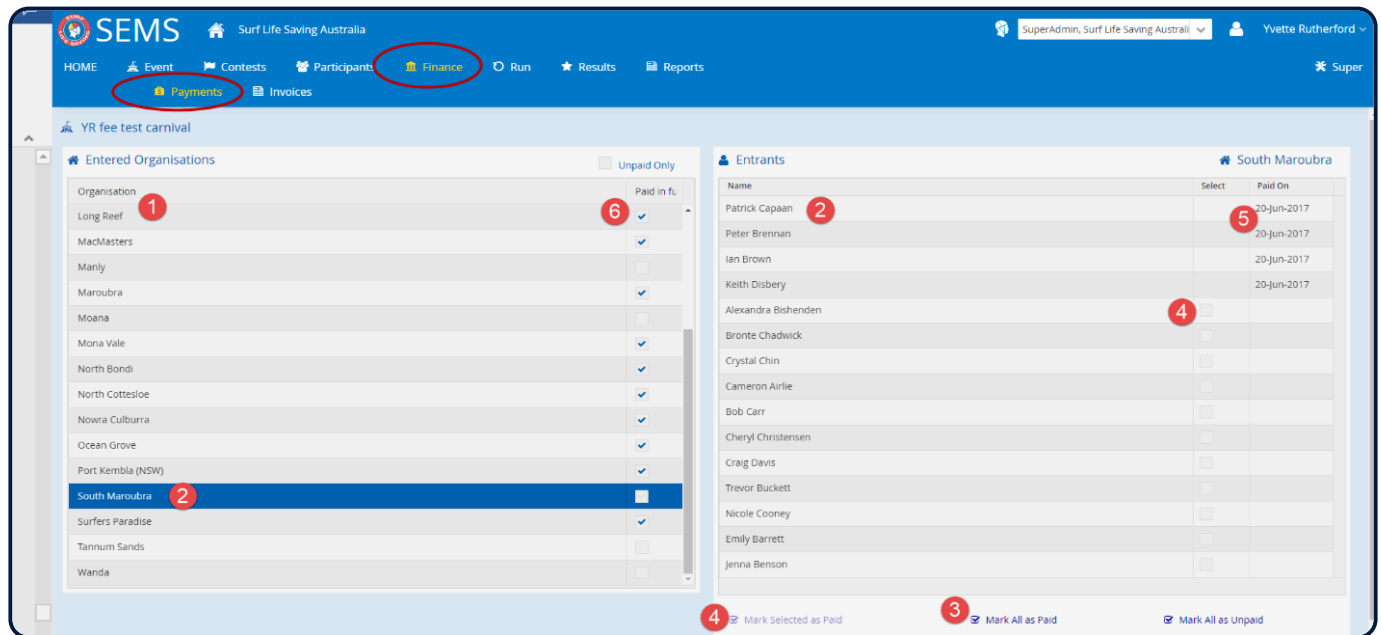
## 3.2 Event Finance

Event Administrators can view, record payments and print out Pro-Forma Invoices on the entry fees that need to be paid by each organisation participating in an Event.

The Finance Menu will only appear for an Event if Fees have been set in SEMS. (Event – Fees).

Go to the Event list (home page) (highlight event name) and select 'Finance' from the menu tab to manage and record club entry payments

1. All the organisations that have entered the Event will be listed.
2. Highlight an organisation and their list of competitors will be displayed in the Entrants Box.
3. Tick the 'Mark All as Paid' checkbox if club has paid for all entries. A confirmation pop up box will be displayed confirming your 'Mark as Paid' action.
4. Option to tick individual competitors as paid, once you tick the checkbox next to their name click on the 'Mark Selected as Paid' you will see a popup confirming that only the selected Entrants in the selected Organisation will be marked as paid. Select the 'Mark Selected as Paid' box.
5. A payment date will be assigned to each competitor once they have been recorded as paid.
6. Once all competitors have paid within an organisation a tick will appear along-side their organisation name as 'Paid in Full'



Revision: 5 — Last modified: 3 February 2020

## 3.2.1 Event Invoicing

SEMS allows admin users to print out event entry fee invoices. To do this:

From within the Finance module, select the Invoices submenu.

The system will show you a brief summary of your Event Details – fees.

Print Options include:

- Select an individual organisation or all clubs that are entered into the event
- To Show Competitors names on the invoice
- Print as CSV or PDF Document.

Hit 'Show Report' and your report will be created ready for printing.



The screenshot displays the SEMS web application interface. At the top, there is a blue header with the SEMS logo and 'Surf Life Saving Australia' text. Below the header is a navigation bar with links: HOME, Event, Contests, Participants, Finance, Payments, and Invoices. The main content area shows the 'Australian Open Championships 2019' event details. Under 'Event Details', there is a table listing entry types and their associated dates and fees. Below this, there is a 'Print Options' section with a dropdown menu for 'Organisation' (set to 'All'), a checked checkbox for 'Show Competitors', and radio buttons for 'Print' (selected as 'as PDF'). A 'Show Report' button is located at the bottom of the print options section.

Entry Type	Date	Fee
Early Bird Entry:	20-Nov-2018	\$0.00
Normal Entry:	30-Jan-2019	\$1.00
Subsequent Entry:		\$0.00
Late Entry:	08-Mar-2019	\$0.00

**Print Options**

Organisation: All

☒ Show Competitors

Print: ☐ as CSV ☒ as PDF

[Show Report](#)

Revision: 5 — Last modified: 3 February 2020

## 3.3 Making your Event Live for Entries

Once you have finalised the creation of your Event and you are ready to make your Event visible to other clubs to allow for entries ensure that in the Event – Details screen you have set the Status to Open and the Online field to Online.

Revision: 2 — Last modified: 3 February 2020

## 4. Adding Competitors into an Event

Revision: 3 — Last modified: 25 June 2019

### 4.1 Entering Competitors into Solo Contests

From the Contest List screen highlight the Solo Contest on the Solo (not team) contest you wish to enter competitors

Select the '**Entrants**' option from the menu bar

The system will search and list all your club members that qualify for the contest and event.

To enter competitors into a solo contest highlight the desired person and click the "+" sign to add them to the contest, they will now appear on the right-hand side

Once you have entered your competitors click the 'Save' button in the bottom left to ensure the entries are saved.

The screenshot shows the SEMS interface for adding competitors to a contest. The menu bar at the top has 'Contests' (1) and 'Entrants' (2) highlighted. The 'Contests' dropdown shows 'test 21112017' and 'Pen Male Board Race'. The 'Candidates' list on the left shows a table of members, with 'Ian Atkins' (3) selected. The 'Competitors' table on the right shows the list of added competitors. The bottom left has a '+' button (4), a 'Save' button (5), and a 'Cancel' button.

Name	Club	Age	Qualifies	Paid
Ryan Airlie	South Maroubra	37	Yes	No
Ian Atkins	South Maroubra	59	Yes	No
Josh Barr	South Maroubra	47	Yes	No
Stephen Boyd	South Maroubra	31	Yes	No
Carl Briscoe	South Maroubra	61	Yes	No
Trevor Buckett	South Maroubra	46	Yes	No
Robert Byrne	South Maroubra	76	Yes	No

**Note:** Branch/State Level – If you wish to enter competitors into a contest you need to drill down to that relevant Organisation/Club before commence adding entries on behalf of a club or to add an exemption entry. To do this click on the organisation filter icon located below the Search box.

SEMS Surf Life Saving Australia

HOME Event Contests Participants Finance Run Results

List Detail Criteria Roles Fees Entrants Po

YR Team fee test Open M

Candidates

Q Name

Search

Fingal Rovers

Name

Adam Hochmuth

Andrew Illingworth

Andrew Kydd

Andrew Chubb

Andrew McMahon

Ashley Blake

Brian Lewis

Calum Hendry

Surf Life Saving Australia

- Surf Life Saving NT
- Surf Life Saving NSW
- Magenta Lifeguard Service (Lifeguards)
- Test NSW Branch
- Community NSW Branch
- Central Coast Branch
- Far North Coast Branch
- Lennox Head Alstonville
- Fingal Rovers
- Cudgen Headland
- Evans Head/Casino SLSC
- Ballina Lighthouse and Lismore SLSC
- Brunswick
- Byron Bay

Age	Qualifies
35	Yes
56	Yes
62	Yes
60	Yes
50	Yes
36	Yes
50	Yes
27	Yes

1. You can use the Search box to find a specific individual ie: type in surname and click on the Search button to find a person.
2. If you can not find a specific competitors name untick the 'qualifying Members only' checkbox and click the 'Search' button and the system will list all competitors that are not eligible to be entered.

SEMS Surf Life Saving Australia

HOME Event Contests Participants Finance Run Results

List Detail Criteria Roles Fees Entrants Po

YR Team fee test Open Male 2Km Beach Run

Candidates

Q Name

Search

Fingal Rovers

Qualifying Members Only

Competitor

3 To view why a member does not qualify for a Contest click on the red **NO** next to the person's name and a pop up will display why this member does not qualify for a Contest.

A red X will indicate why a competitor is not eligible.

(Please note the popup will go away when you move your mouse).

Apps Sth Mar Email. Login New Tab

**SEMS** South Maroubra

HOME Event **Contests** Participants Results Rep

List Detail Criteria Roles Entrants

test 21112017 Open Male Board Race

**Candidates**

Search Name

Refresh

South Maroubra Competitor

Name	Club	Age	Qualifies
Lola Abraham	South Maroubra	7	No
Cameron Airlie	South Maroubra	35	No
Luca Alcaraz	South Maroubra	5	No
Oliver Alcaraz	South Maroubra	10	No
Teo Alcaraz	South Maroubra	8	No
Amelia Alexiou	South Maroubra	6	No
Damien Alexiou	South Maroubra	42	No

+ >

Save Cancel

Aaliyah Khodragha

**Membership**  
 ✓ Member of a club: South Maroubra

**Contest Class Rules**  
 ✗ Competition Age between 15 and 100  
 ✗ M

**Event Criteria**  
 ✗ Competition Age between 15 and 70  
 ✗ Registration Seasons (2019)

SEMS Club Officers are unable to add 'non-qualifying competitors' to Contests however Eventadmin users that own the Event will be able to add competitors that do not qualify.

Example would be a person that has not fulfilled the min comp patrol hour requirement however still qualifies for competition because they obtain award within the pro-rate period.

*Revision: 14 — Last modified: 3 February 2020*

## 4.1.1 Adding Ironperson Handlers to a Competitor

A handler can only be assigned to a competitor once the competitor has been entered into the relevant Contest.

Highlight the Ironman Contest, and click the open button (located bottom left of screen) and click 'Entrants'

1. A list of your Ironperson competitors will be listed on the right-hand side of the screen
2. Highlight the competitor that you wish to assign a handler to
3. Change the Competitor to Assistant in the drop-down box and click the Search button

The screenshot shows the SEMS system interface. The top navigation bar includes 'HOME', 'Event', 'Contests', 'Participants', 'Run', 'Results', 'Reports', 'List', 'Detail', 'Criteria', 'Roles', 'Officials', and 'Points'. The 'Contests' tab is highlighted. Below the navigation bar, there is a section for 'YR SEMS TESTING - DO NOT USE' with a dropdown menu set to '35-39 yrs Male Ironperson'. The main area is divided into two panels. The left panel, titled 'Candidates', shows a list of users with columns for Name, Club, Age, and Qualifies. The right panel, titled 'Competitors', shows a table with columns for Name, Club, Age, Role, Qualifies, Paid, and Assistant. The table lists two competitors: Jarrad Robertson (Age 37, General Competitor) and Damien Woods (Age 38, General Competitor). Red circles and numbers 1, 2, and 3 indicate the steps: 1. Clicking the 'Competitors' tab, 2. Highlighting a competitor in the table, and 3. Changing the role to 'Assistant' in the dropdown menu.

4. Choose the handler from the eligible Candidates list (on the left-hand side of screen) and highlight the name
5. Click on the '>' button to assign to your highlighted competitor.

6. You will see that an Assistant has been assigned along the same line as the competitor

7. Click the 'Save' button when finished

Revision: 7 — Last modified: 4 February 2020

## 4.2 Entering Competitors into Team Contests

**Note:** Branch/State Level – If you wish to enter competitors into a team Contest you need to drill down to that relevant Organisation Club before commencing to create team names and then adding competitors to a team. To do this click on the organisation filter icon located below the Search box.

The screenshot shows the SEMS web application interface. At the top, there's a blue header with the SEMS logo and 'Surf Life Saving Australia'. Below the header, there are navigation tabs: HOME, Event, and a dropdown menu. The 'Event' tab is active, showing a list of events. One event, 'YR Team fee test', is selected. Below the event list, there's a 'Candidates' section with a search bar and a list of candidates. A red circle highlights the 'Fingal Rovers' team name in the candidates list. To the right, a dropdown menu is open, showing a hierarchy of Surf Life Saving Australia branches. The menu is structured as follows:

- Surf Life Saving Australia
  - Surf Life Saving NT
  - Surf Life Saving NSW (highlighted with a red circle)
    - Magenta Lifeguard Service (Lifeguards)
    - Test NSW Branch
    - Community NSW Branch
    - Central Coast Branch
    - Far North Coast Branch (highlighted with a red circle)
      - Lennox Head Alstonville
      - Fingal Rovers (highlighted with a red circle)
      - Cudgen Headland
      - Evans Head/Casino SLSC
      - Ballina Lighthouse and Lismore SLSC
      - Brunswick
      - Byron Bay

On the right side of the interface, there's a table with columns 'Age' and 'Qualifies'. The table contains the following data:

Age	Qualifies
35	Yes
56	Yes
62	Yes
60	Yes
50	Yes
36	Yes
50	Yes
27	Yes

Revision: 7 — Last modified: 3 February 2020

### 4.2.1 Creating Team Names

Before you can enter competitors into a Team Contest you must create the team name first. To do this:

- Open up the Event that you wish to add entries too.

- Highlight the contest and click 'Open' button (located bottom of screen).
- Click the 'Teams' submenu tab.
- This will take you directly to the Team entry screen for the chosen contest.
- Click the 'Add' link (located bottom left) to create a team name.
- The system defaults to Alphabetical team names eg: Team A however you have the option to customize a team name.
- If you wish to leave your team name as the default eg: TeamA then click DONE button. This will then take you back to the Team contest screen and the newly created team will be highlighted, awaiting you to now EDIT to add your competitors.

test 21112017 Open Male IRB Rescue Tube

**Teams**

South Maroubra

Q Name

	Name	Organisation	Contest Status	Entry	Competitors	Assistants	Exempts	Reserves
Team A	South Maroubra	Open	Incomplete	1	0	No	0	
Team B	South Maroubra	Open	Incomplete	1	0	No	0	
Team C	South Maroubra	Open	Incomplete	1	0	No	0	
Team D	South Maroubra	Open	Incomplete	1	0	No	0	
Team E	South Maroubra	Open	Incomplete	0	0	No	0	
Team F	South Maroubra	Open	Incomplete	0	0	No	0	
Team G	South Maroubra	Open	Incomplete	0	0	No	0	

+ Add

Click 'ADD' to create a team for a contest

8 of 9999 maximum

Withdraw

Revision: 6 — Last modified: 3 February 2020

## 4.2.2 Adding Competitors to your Team

Once you have created the team name:

1. Highlight the appropriate team
2. Click the EDIT button



HOME Event Contests Participants Results Reports

List Detail Criteria Roles Teams Officials Points

test 21112017 Open Male IRB Rescue Tube

**Teams**

South Maroubra

Name	Organisation	Contest Status	Entry	Competitors	Assistants	Exempts	Reserves
Team A	South Maroubra	Open	Incomplete	1	0	No	0
Team B	South Maroubra	Open	Incomplete	1	0	No	0
Team C	South Maroubra	Open	Incomplete	1	0	No	0
Team D	South Maroubra	Open	Incomplete	1	0	No	0
<b>Team G</b>	South Maroubra	Open	Incomplete	0	0	No	0

9 of 9999 maximum

+ Add - Withdraw

**Team G**

South Maroubra

☒ Competitors ☒ Assistants

Name	Organisation

Edit

The system will load and display all the competitors in your club that qualify for this contest.

1. To add a competitor to the team, highlight their name
2. Click on the + (add) icon to transfer their name across to the team.
3. If a competitor is not available in the 'qualified' list, uncheck the 'Qualified' checkbox. The system will list all members in your club that do not qualify for this contest.

Team A

South Maroubra

Competitor

☒ Qualified Refresh

Name	Organisation	Age	Qualifies
Bronte Chadwick	South Maroubra	25	Yes
Nicole Cooney	South Maroubra	41	Yes
Tayla Curry	South Maroubra	19	Yes
Johan de Bry	South Maroubra	39	Yes
Joao Pedro De Jesus Jorge	South Maroubra	28	Yes
Remi Defina-Sperando	South Maroubra	17	Yes
Michael Dillon	South Maroubra	48	Yes
Nicole Dugdale	South Maroubra	26	Yes
Byron Colin Edwards	South Maroubra	17	Yes
Jake Edwards	South Maroubra	21	Yes

Team A Team A

1/4 Competitors (1M)

Incomplete

Name	Is Reserve?	Organisation	Gender	Age	Role	Qualifies
David Dubois	<input type="checkbox"/>	South Maroubra	M	47	IRB Driver	Yes

Done Close

4. You can check to see why they do not qualify but clicking on the **red NO** sitting in the 'Qualifies' column'.
5. Continue to add competitors to your team until the team is full. The team will be marked as 'incomplete' until all team members have been entered.
6. The screen will display how many team members are allowed to be entered into the team contest
7. Upon clicking the 'Done' button the team is then saved.



Team A Team G

2/3 Competitors (2M)

Incomplete

Name	Is Reserve?	Organisation	Gender	Age	Role	Qualifies
Jarrod Robertson	<input type="checkbox"/>	South Maroubra	M	36	✓ IRB Driver	Yes
Trent Rutherford	<input type="checkbox"/>	South Maroubra	M	18	✓ IRB Crewman	Yes

+ - Done Close

Revision: 12 — Last modified: 3 February 2020

## 4.2.3 Assigning Role Positions within a team contest

In some team contests, the event organiser may have created a contest that requires clubs to identify the ROLE that each competitor will play within a team. Example – Boat sweep, IRB Driver.

If this function has been activated, then when you select an eligible competitor and add them to a team you may get a pop up asking you to assign them to a specific role within that team.

Note: Only the roles that the competitor is eligible for will be displayed.

Choose Role

David Dubois qualifies for multiple roles, please choose one:

IRB Driver

IRB Driver

IRB Crewman

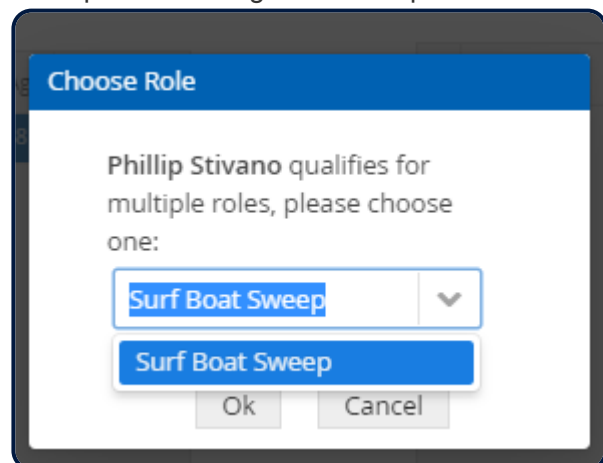
General Competitor

Revision: 4 — Last modified: 3 February 2020

## 4.2.3a Surf Boat Contests and assigning Sweeps

It is a requirement to identify who the surf boat sweeps are when assigning competitors/teams to a surf boat race. The system will pick up those competitors that qualify for the contest role of either a rower (general competitor) or a sweep.

When the Choose Role pop up screen is displayed Clubs must assign a competitor to the Surf Boat Sweep role or the general competitor role.

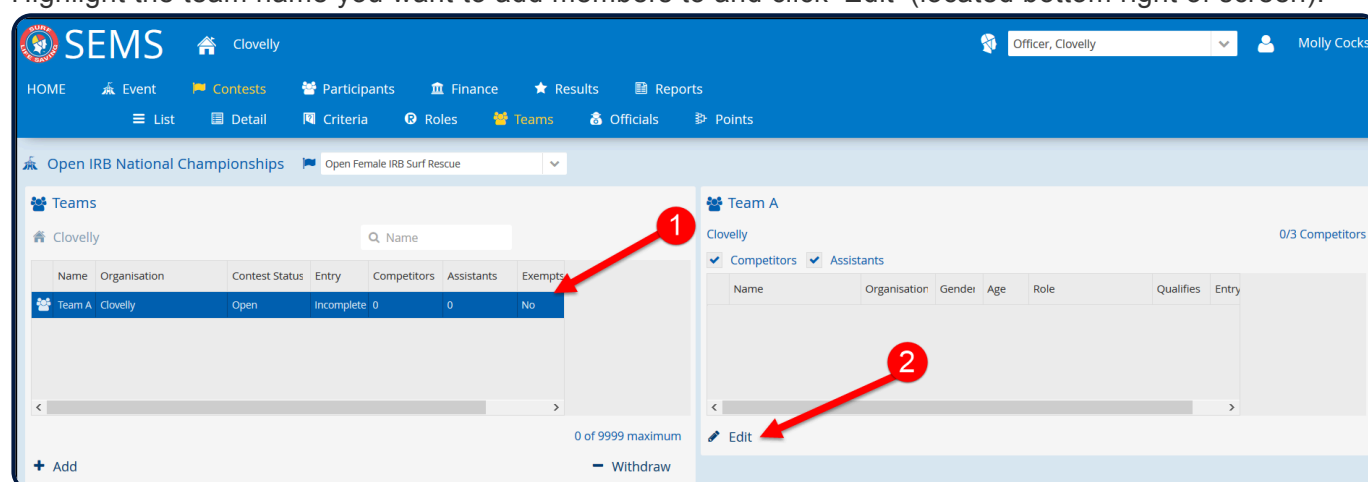


Revision: 6 — Last modified: 3 February 2020

## 4.2.3b IRB Contest Roles

The system will ask you to assign competitors to a specific role for all IRB Contests. IRB Driver, Crew or Patient will be available for selection when creating your teams.

Highlight the team name you want to add members to and click 'Edit' (located bottom right of screen).



By default, a list of eligible entrants will display. To add a competitor, highlight their name and click the + to move them into the team

Team A

Clovelly Competitor

Team A Team A

0/3 Competitors

Name	Organisation	Age	Qualifies
Molly Cocks	Clovelly	Yes	Yes
	Clovelly	Yes	Yes
	Clovelly	Yes	Yes

+ - Done Close

The Choose Role screen will display. The highlighted member will need to be assigned a specific role based on the roles they are eligible for.

0/4 Competitors

### Choose Role

David Dubois qualifies for multiple roles, please choose one:

IRB Driver

IRB Driver

IRB Crewman

IRB Patient

Yes

Continue to add competitors to the team. You will be able to view on the right-hand side: - Team Name – you can edit the team name if required.

See the number of competitors entered and total number required for the contest

The teams are marked as incomplete until all team members are entered. You can save an incomplete team and update later.

The Role assigned to each member of the team.

A Team A Team A

B 2/3 Competitors (2F)

C Incomplete

Name	Is Reserve?	Organisation	Gender	Age	Role	Qualifies
Molly Cocks	<input type="checkbox"/>	Clovelly	F		IRB Driver	Yes
Emma McGee	<input type="checkbox"/>	Clovelly	F	17	IRB Crewman	Yes

+ - Done Close

## 4.2.3c Surf Belt Contest Roles

The system will also ask clubs to identify which competitors are playing the role of the Surf Belt Swimmer or the Surf Belt linesman. Surf Belt races are set up with 1 competitor (swimmer) and 4 Assistants (linesmen)

Once you have created the team name, click on the edit button.

1. You can filter between eligible competitors or assistants using the drop down box next to the qualified checkbox. Add your Belt Swimmer first from the 'Competitors' list Change to 'Assistant' and click on the 'search' button. A new list will be generated of all the eligible people that can be added as 'Linesmen'
2. As you add competitors and build your team you will see what what Role Type they have been assigned to ie: Linesman or Surf Belt Swimmer

Note: Belt Swimmers must conform to the age and gender settings of the contest.

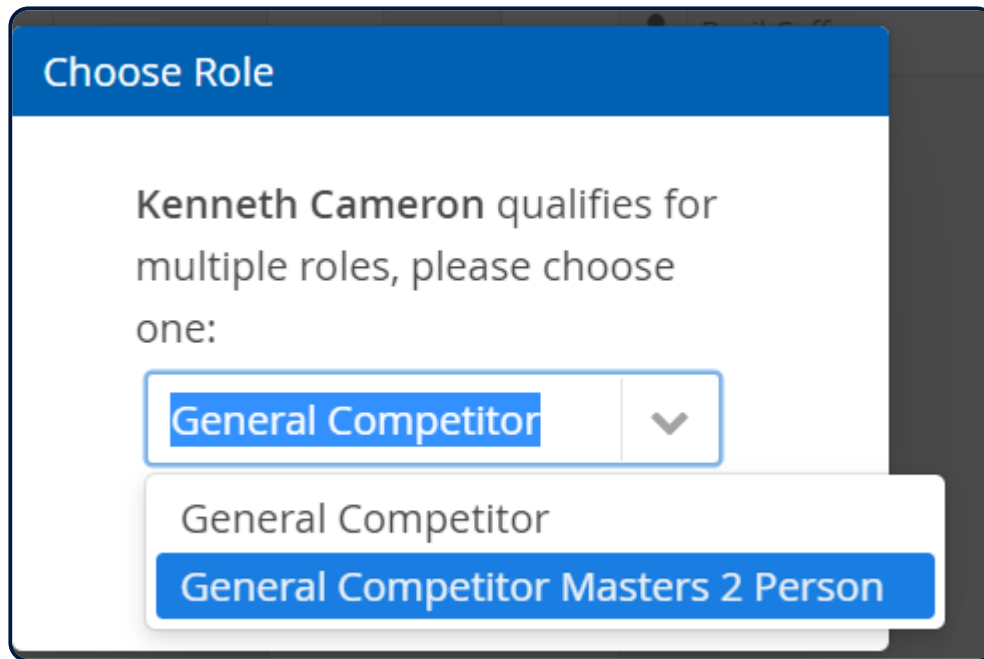
## 4.2.3d – Masters Double Ski and Board Rescue

Two Person Master Contests ie: Board Rescue or Double Ski, the team age is determined by the age of the younger competitor.

For example in the 40-44 yr Male Board Rescue, the first competitor must fall into the 40-44 yr age group with the second competitor required to be the min age of 40 but not restricted to the max age of 44 yrs.

When assigning competitors to a Masters Board Rescue or Double Ski contest you should select the eligible competitor for the age group and assign the team role of 'general competitor'.

Then select a second team member and assign them to the team role of 'General Competitor Masters 2nd person'

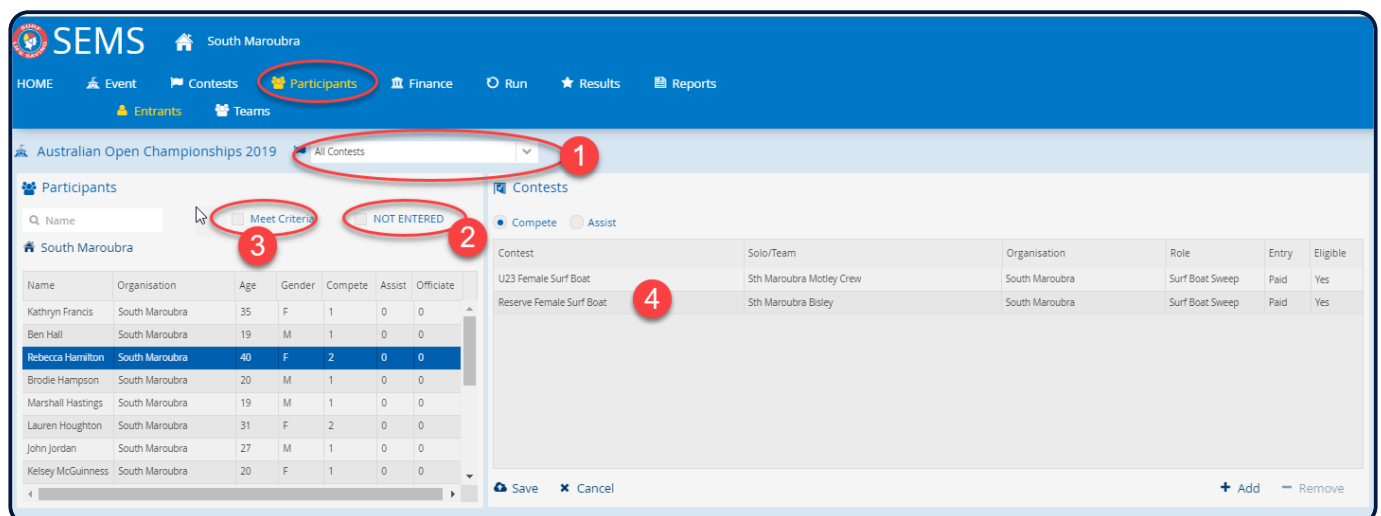


Revision: 3 — Last modified: 6 February 2023

## 4.3 Entering Competitors by Person

If you would rather select the competitors name and enter them into all the required contests, then use the 'Participants' menu tab. (highlight the Event and click on the Participants tab from the Menu tab).

1. Select 'All Contests' By default, the screen will show you a list of people already entered into at least one contest within the event.
2. To display members who have not yet been entered, tick the 'NOT ENTERED' checkbox.
3. We also recommend ticking the 'Meet Criteria' option to ensure that all listed members meet the criteria for the event.
4. By Highlighting a competitor's name a list of all the contests they are entered into will be displayed on the left hand side of the screen.



To add a competitor to contests, click the 'Add' button (located bottom right hand side of screen) and all available contests will be displayed that the competitor is eligible to be entered into.

If a team name has already been created for a team contest then you select the team that the competitor

is to be entered into from the Solo/Team Drop down box

\*Don't forget – to add competitors to a team event, you need to create team names first. \*

Tick the checkbox next to each contest that you wish to enter the competitor.

If a contest is not listed that you wish to enter your competitor into then uncheck the 'Meets Criteria' checkbox to check competitor eligibility into a contest.

Click 'ADD' to ensure all the entries is saved for that person.

**Add Angus Mitchell as Competitor for Avoca Beach**

☒ Meets Criteria ☒ Solo ☒ Team

Contest	Solo/Team	Role
<input checked="" type="checkbox"/> Open Male 1KM Beach Run	Solo	<input checked="" type="checkbox"/> General Competitor
<input checked="" type="checkbox"/> 140 yrs min Male Surf Boat	Team A	<input checked="" type="checkbox"/> General Competitor
<input type="checkbox"/> Open Male Ironperson	Solo	<input checked="" type="checkbox"/> General Competitor
<input type="checkbox"/> Open Mixed Patrol Team Competition	Green	<input checked="" type="checkbox"/> General Competitor
<input type="checkbox"/> Open Mixed (16+) Double Ski	Team A	<input checked="" type="checkbox"/> General Competitor

**Add** **Cancel**

**NOTE: To Branch/State users.** If you are entering competitors from the Participants screen into a Team contest ensure that you select the correct organisation level from the top left drop down box.

Revision: 10 — Last modified: 19 February 2020

## 4.4 Viewing all participants entered into an Event

Highlight the event that you wish to view (from the home screen)

1. Either click on the menu tab 'Participants' (or Right click on the event name and select 'participants'.)
2. Select 'ALL Contests' from the contest Drop Down box
3. EventAdmin User can change the Organisation or leave at a higher level to display all competitors entered into an Event.

Note: To view a list of all participants entered into a specific contest then select the appropriate Contest from the Contest Drop down box (2)

**Participants**

Search:  ☐ Meet Criteria ☐ NOT ENTERED

[Surf Life Saving Australia](#)

Name	Organisation	Age	Gender	Compete	Assist	Officiate
Aurah Allard-Delahunt	Kirra	16	F	1	0	0
Matthew Anders	North Cronulla	21	M	1	0	0
Shane Baird	Alexandra Headland	43	M	1	0	0
Alicia Baird	Alexandra Headland	17	F	3	0	0
Marius Braaten-Pow	Alexandra Headland	20	M	3	0	0
Connor Buhk	Alexandra Headland	19	M	5	0	0
Curtis Cameron	North Cronulla	17	M	1	0	0
Lauren Cannon	Alexandra Headland	29	F	4	0	0
Trent Cannon	Alexandra Headland	35	M	1	0	0

Revision: 5 — Last modified: 3 February 2020

## 4.5 Viewing all Teams Entered into a Contest

Highlight the event that you wish to view (from the home screen)

1. Either click on the menu tab 'Participants' or Right click on the Event name and select 'Participant's'.
2. Select 'TEAMS' from the submenu tab
3. Select the appropriate 'Contest' from the contest Drop Down box
4. EventAdmin User can change the Organisation to a lower level or leave to display all teams entered into a contest.
5. This screen displays each team's entry status identifying incomplete teams

Highlight a team listed and click on the edit button to show all competitors entered within a team and what role they have been assigned eg: IRB Driver.

## 4.6 Creating Team Names for Branch/State level users & Multi-Org Teams.

---

Combined Organisation/Club teams are created by Branch or States to enable competitors from different clubs to be added to the one team.

**Note:** for Multi Organisation teams to be created the owner of the Event must have allow this rule by checking the Entry Option 'Allow Combo Teams' via the Event – Controls screen settings

**Note:** Ensure that you are viewing the SEMS system from the appropriate Organisational level. ie: Branch or State. Eg: Point Danger Branch to create a Branch multi-org team.

Using the main menu, click the 'Contests' menu for your selected Event. Right click on the Team contest you wish to enter competitors into and select 'Entrants/Teams'

This will take you directly to the Team entry screen for the chosen contest.

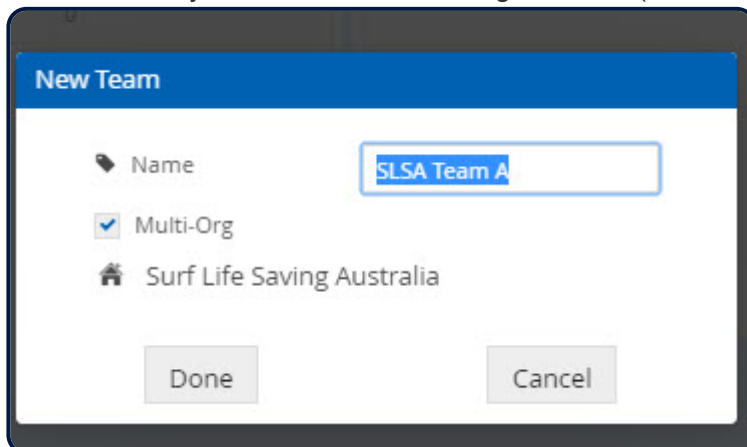
Click the 'Add' button to create team name

1 Type in Team name. By default a Team name will be created however you can back space here and type in another name

2 Check the Multi-Org check box

3 Click the 'Done' button

4 Ensure that you have the correct Organisation (Branch or State display)



To add the competitors to this combined team, click the 'Edit' button and the system will display all eligible competitor from the organisation selected.

Select and move the desired competitors and click the 'done' button when the team has been completed.

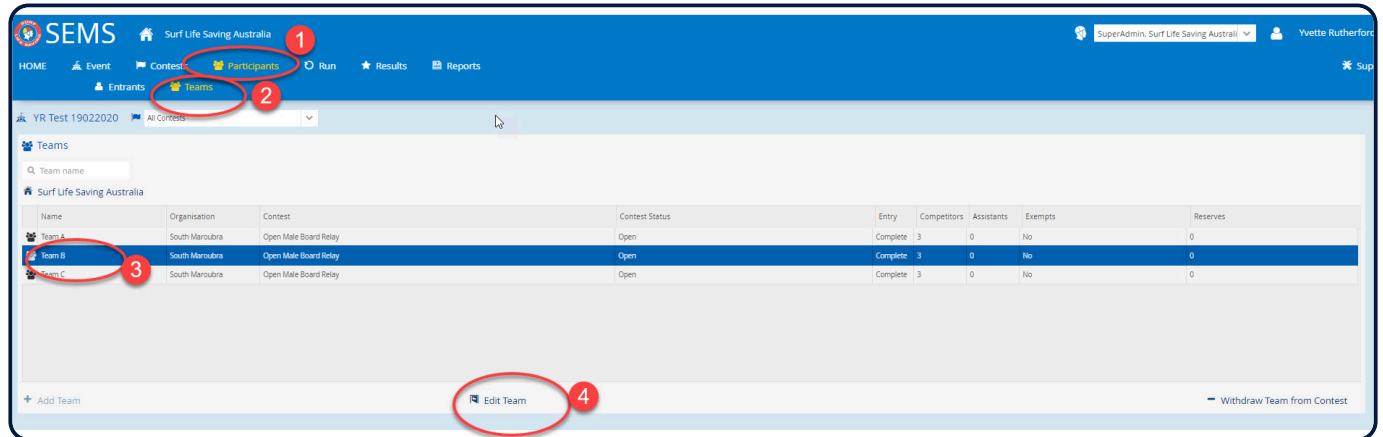
## 4.7 Editing Teams Entered into a Contest via Participants screen

---

From the Participants screen AdminUsers can edit a team by highlighting the team and clicking on the 'Edit Team' button



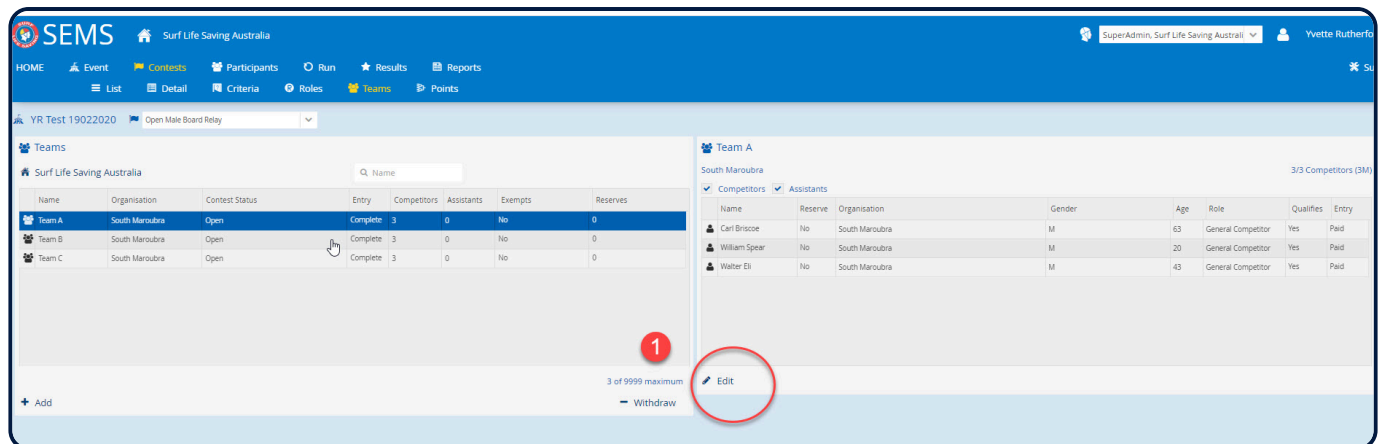
1. Select Participant from the menu tab
2. Select 'Teams' from the sub menu tab
3. Select the contest that you wish to view
4. Highlight the Team that needs editing.
5. You can add the 'Edit' button (located left box).



The screen will then display the competitors entered into the Team contest.

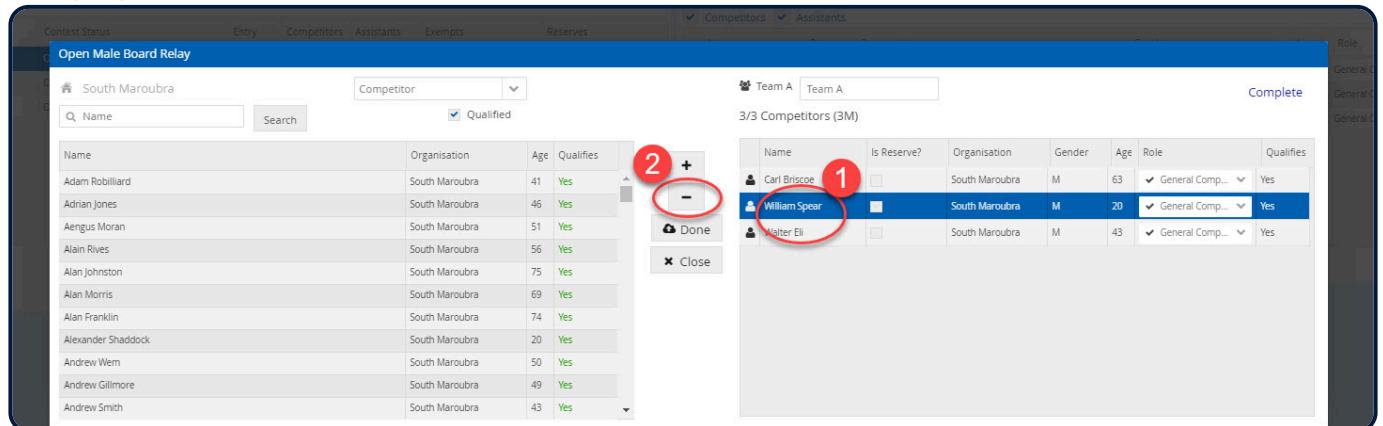
If you wish to change the team members

1. Click on the edit button



To remove competitors

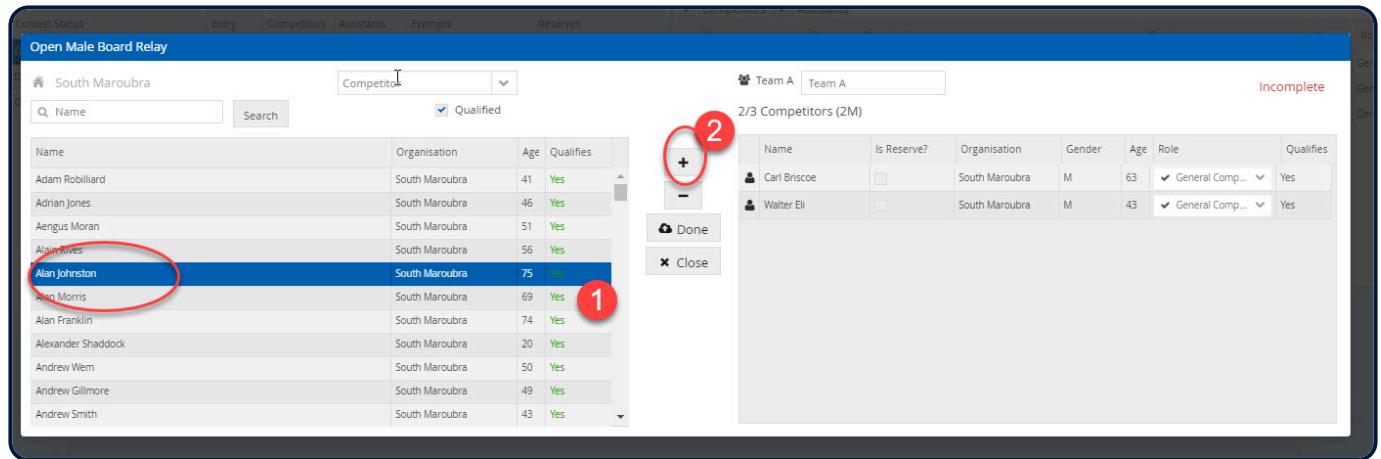
1. Highlight the competitors name and click on the '-' to remove



To add competitors

1. Find competitor from the qualified list and highlight

2. Click on the '+' to add.



This will then list all 'qualified' members.

Click 'Done' when you have finished editing Team.

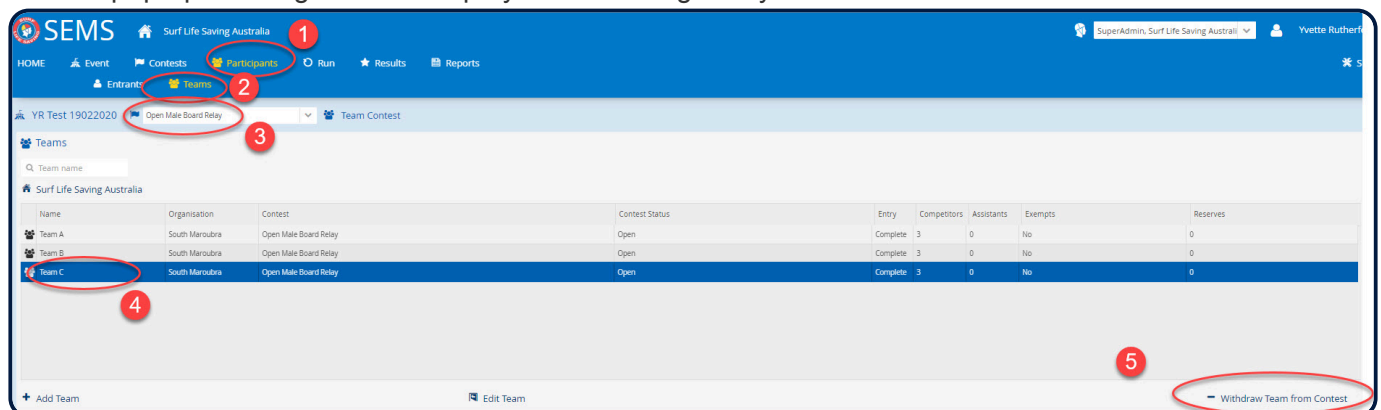
Revision: 9 — Last modified: 16 March 2022

## 4.7.1 Withdrawing an Entered Team via the Participants screen

From the Participants screen AdminUsers can withdraw a team that has been entered.

1. Select 'Participant' from the menu tab
2. Select 'Teams' from the sub menu tab
3. Select the Contest that you wish to remove/withdraw
4. Highlight the Team that needs editing.
5. Click 'Withdraw Team from Contest'

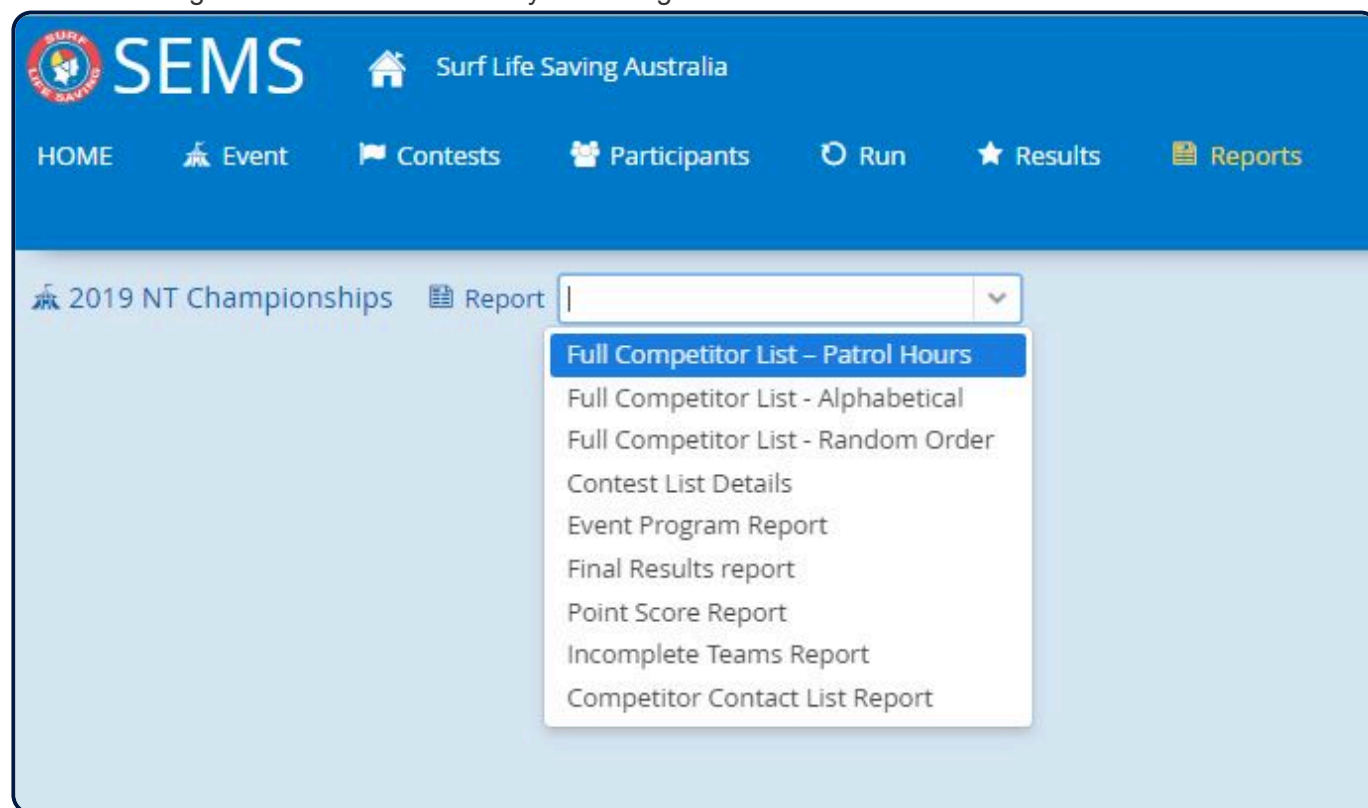
Note: a pop up message will be displayed confirming that you wish to withdraw a team.



Revision: 5 — Last modified: 16 March 2022

## 5. Reports

A defined list of standard reports are available within the system. Various reports are required to support the management of Events. The availability and data included within reports varies based on admin functions assigned and level of hierarchy in the organisation.



Revision: 5 — Last modified: 19 February 2020

### 5.1 Full Competitor List – Patrol Hours Report

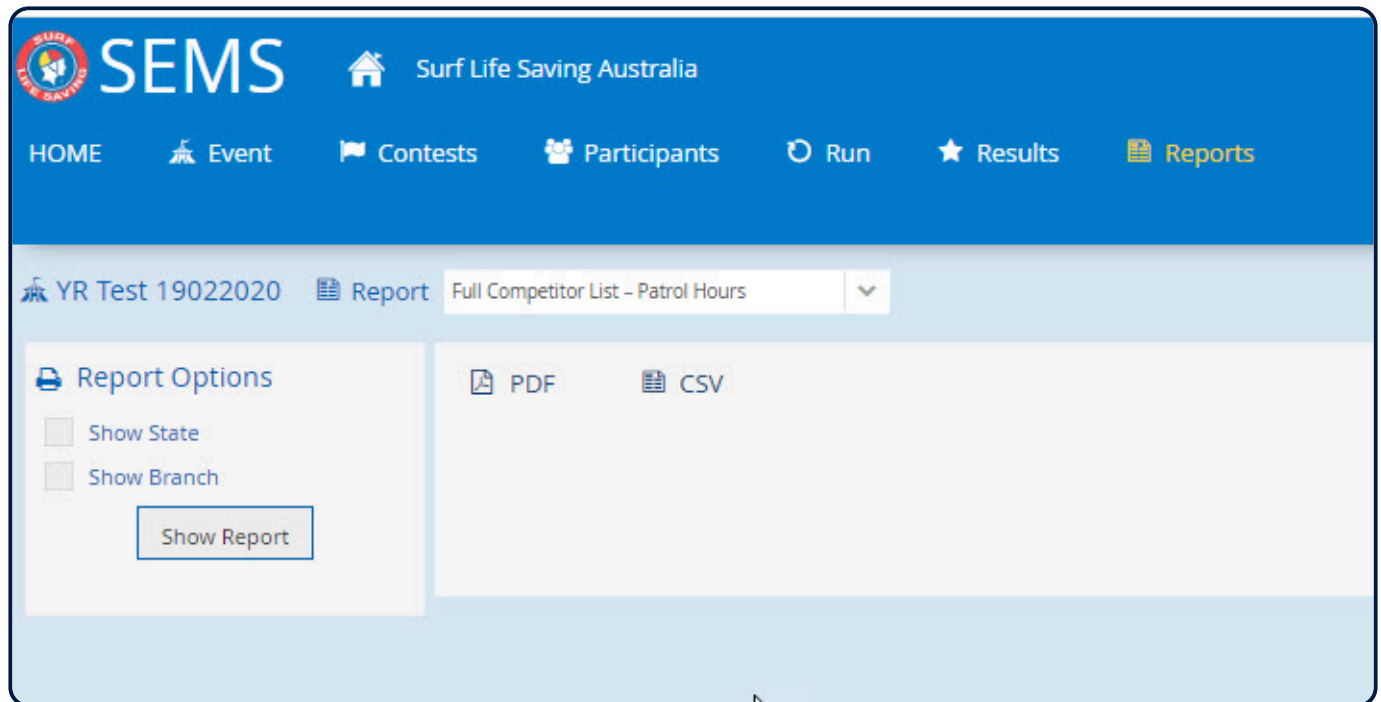
Lists all competitors entered into an Event displaying their name, organisation (state/branch display optional), competitor Patrol hour requirements and hours completed and if a competitor qualifies as per Event Settings.

Click 'Reports' from the menu tab

Select the 'Full Competitors List – Patrol Hours' from the report drop down box.

Report Options include 'Show State' and/or 'Show Branch'.

Click 'Show Report' and you will have a choice to select output options PDF or CSV



Revision: 6 — Last modified: 19 February 2020

## 5.2 Full Competitor List – Alphabetical

Lists all competitors entered into an Event by Contest. The report displays each Contest and the competitors entered in surname alphabetical order.

Report also displays the gender, DOB, Role, Club, Team Names, Reserves, Timestamp (entry) details.

Click 'Reports' from the menu tab

Upon selecting the 'Full Competitor List – Alphabetical Report' from the report drop down box, you will be given a number of Report options based on Contests, Discipline, Contest Type, Contest Class and/or Contest Codes.

You can also request the report to 'Include team members' names and/or include the report to list competitors Branch and State.

Click on your chosen Report output PDF or CSV

The screenshot displays the SEMS web application interface. At the top, there is a blue header bar with the SEMS logo and 'Surf Life Saving Australia' text. Below the header, a navigation menu includes links for HOME, Event, Contests, Participants, Run, Results, and Reports. The main content area shows a report configuration for 'YR Test 19022020'. A dropdown menu is set to 'Full Competitor List - Alphabetical'. On the left, a 'Report Options' panel contains several filters: 'All Contests', 'All Discipline', 'All Contest Type', 'All Contest Class', and 'All Contest Codes', each with a dropdown arrow. Below these are checkboxes for 'Include team members', 'Branch', 'State', and 'Choose only external organisations'. At the bottom of the panel is a 'Select External Organization' button and a 'Show Report' button.

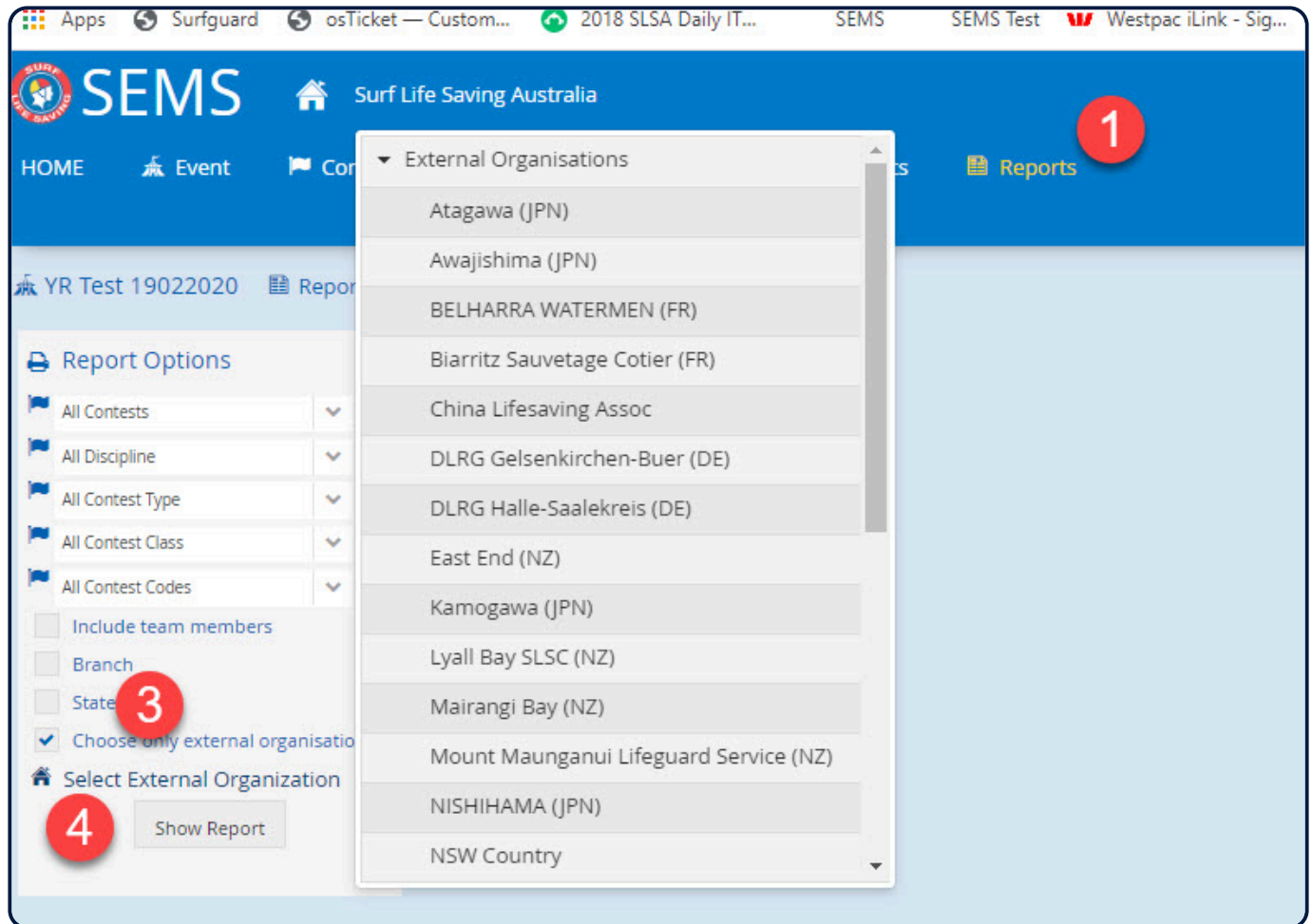
Revision: 8 — Last modified: 19 February 2020

## 5.2.1 Full Competitor List Report for External Organisation

**Note:** For Branch, State or National Eventadmin or Superadmin operators.

If you wish to provide an External Organisation with a report detailing their competitor entries follow these steps.

1. Click 'Reports' from the menu tab
2. Select 'Full Competitor List – Alphabetical' from the drop down box
3. Tick the checkbox 'Choose only External Organisation'
4. To select the External Organisation click on the 'Select External Organisation' filter and proceed to select the specific Organisation
5. Click 'Show Report' and select to print PDF or CSV

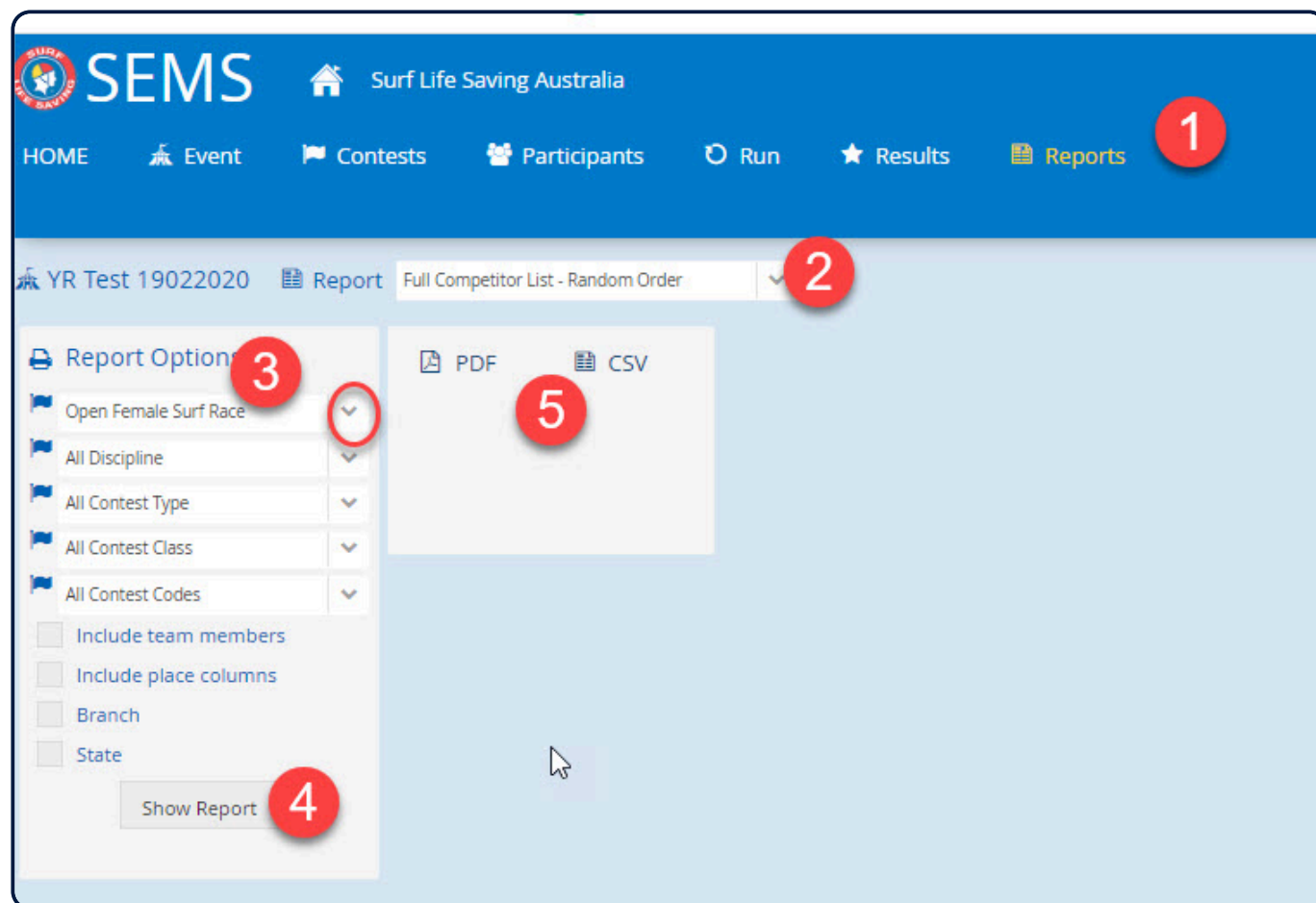


Revision: 2 — Last modified: 19 February 2020

## 5.3 Full Competitor List – Random Order

This report will display all Competitors entered into a Contest in a randomised order.

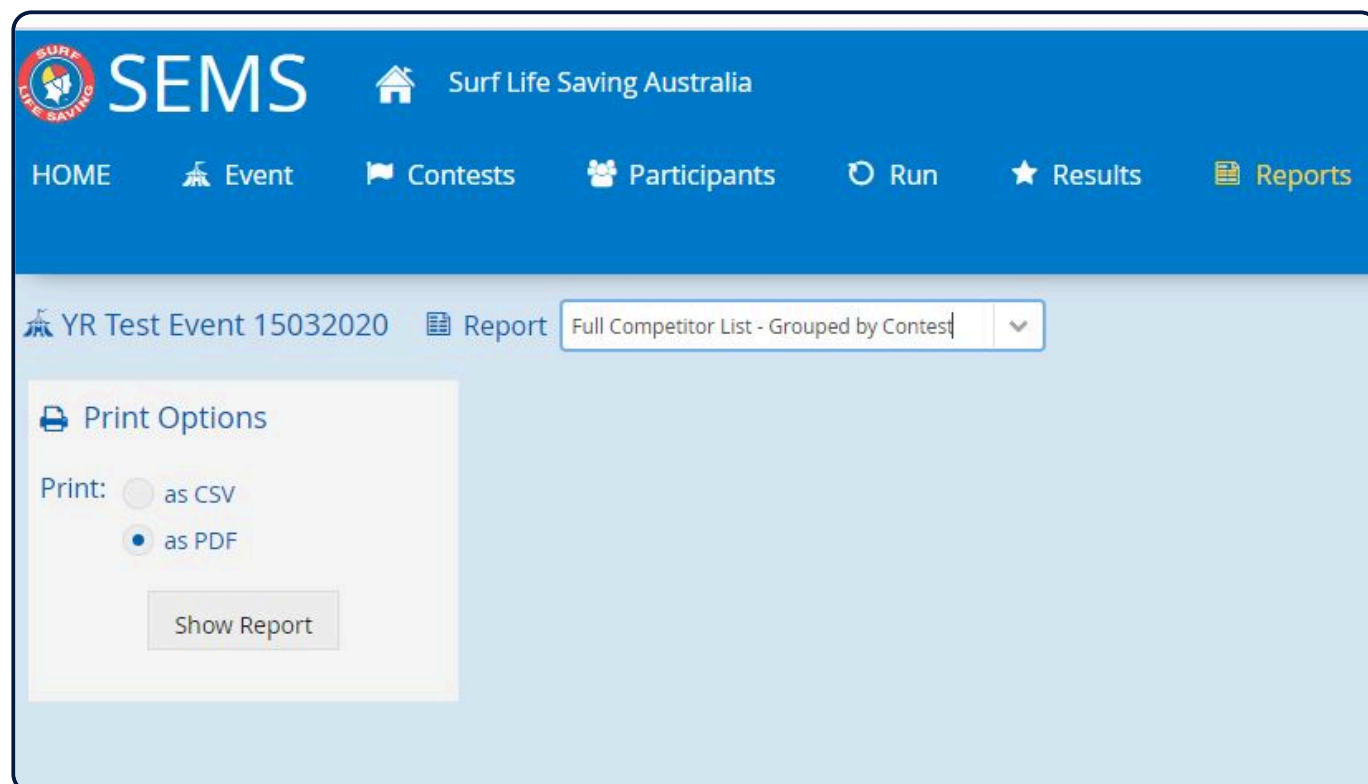
1. Click 'Reports' from the menu tab
2. Select 'Full Competitors List – Random Order' from the report drop down box.
3. A number of Report options are available based on Contests, Discipline, Contest Type, Contest Class and/or Contest Codes.
4. Choose the Contest by clicking on the arrow for the field 'All Contests'
5. Click 'Show Report'
6. Click PDF or CSV



Revision: 5 — Last modified: 19 February 2020

## 5.4 Full Competitor Lists – Grouped by Contest

Lists all competitors entered within an Event grouped per contest



SEMS Surf Life Saving Australia

HOME Event Contests Participants Run Results Reports

YR Test Event 15032020 Report Full Competitor List - Grouped by Contest

Print Options

Print: ☐ as CSV ☒ as PDF

Show Report

Revision: 8 — Last modified: 6 May 2020

## 5.5 Contest List Details Report

Revision: 1 — Last modified: 9 December 2020

## 5.6 Final Results Report

This report provides the option to report on results for individual Contests or for the whole Event. Users have the option to include all rounds and heats and/or include Entered vs Competed Stats.

Select 'Report' from the menu tab

Select 'Final Results Report' from the report drop down box

Select 'Report Options' such as Contest, Include all Rounds and Heats or Include Records only with Results.

Click on the 'Show Report' button and then select either PDF or CSV to determine your report print output.



SEMS Surf Life Saving Australia

HOME Event Contests Participants Finance Run Results Reports

2020 Laerdal QLD Surf Rescue Championships Report Final Results report

**Report Options**

- Open Female Champion Lifesaver
- All Discipline
- All Contest Type
- All Contest Class
- All Contest Codes
- ☐ Show Team Members
- ☐ Include all rounds and heats
- ☐ Include records only with results
- ☐ Show Branch
- ☐ Show State
- ☐ Choose only external organisations
- Select External Organization

Show Report

Revision: 10 — Last modified: 9 December 2020


## 5.7 Pointscore Report by Organisation

This report presents the accumulative points per Organisation.

Click 'Reports' from the menu tab

Select the 'Pointscore Report by Organisation' from the reports drop down box

Filter your report via the 'Report Options'.


 **Report Options**

☐ Individual Contest

☐ All the contests


☐ All the SOLO contests

☐ All the TEAM contests

 All Contest Codes

Fetch Report At Level:

Pointscore reports are available in CSV and PDF format.



**Event:** TAS Junior Carnival #5 Clifton Beach (Event Date: 15-Feb-2020)  
**Generated on:** 19-Feb-2020 01:58 pm  
**Report name:** Point Score Report

Rank	Club	Points
1	Carlton Park	720
2	Clifton Beach	667
3	Penguin	200
4	Port Sorell	187
5	Burnie	176
6	Kingston Beach SLSC	169
7	Ulverstone	79
8	Bridport SLSC	72
9	Devonport	55
10	Somerset	23

Revision: 8 — Last modified: 22 June 2021

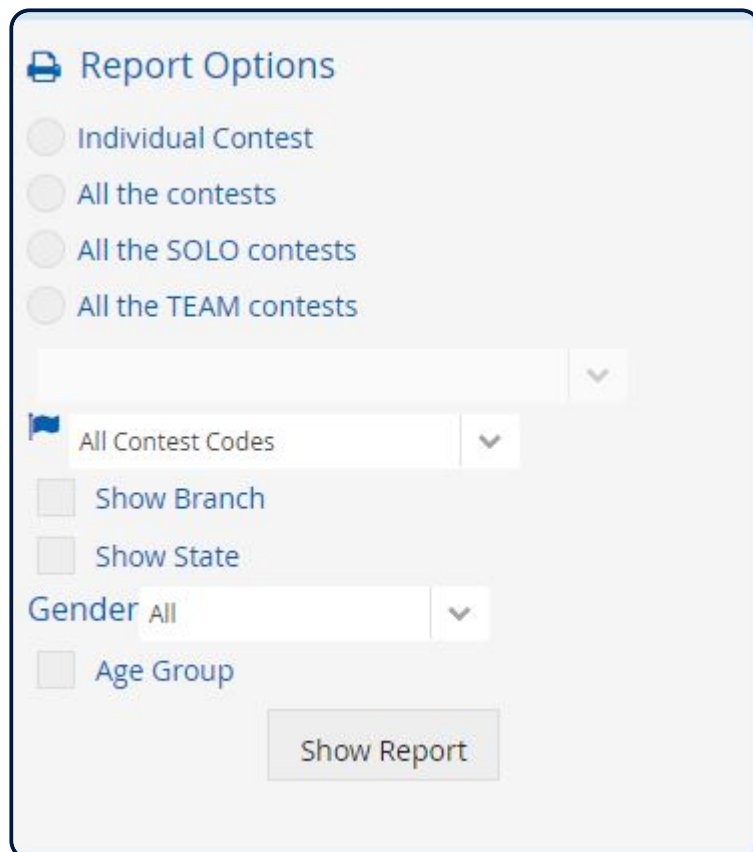
## 5.8 Pointscore Report by Competitor

This report presents the accumulative points per Competitor.

Click 'Reports' from the menu tab

Select the 'Pointscore Report by Competitor' from the reports drop down box

Filter your report via the 'Report Options'.



The screenshot shows a 'Report Options' form with the following elements:

- Report Options** (header with a printer icon)
- Four radio button options:
  - Individual Contest
  - All the contests
  - All the SOLO contests
  - All the TEAM contests
- A dropdown menu (currently empty).
- A flag icon followed by a dropdown menu labeled 'All Contest Codes'.
- Two checkboxes:
  - Show Branch
  - Show State
- A 'Gender' label followed by a dropdown menu currently set to 'All'.
- A checkbox labeled 'Age Group'.
- A 'Show Report' button.

This report allows filtering for gender and age.

*Revision: 3 — Last modified: 22 June 2021*

## 5.9 Incomplete Teams Report

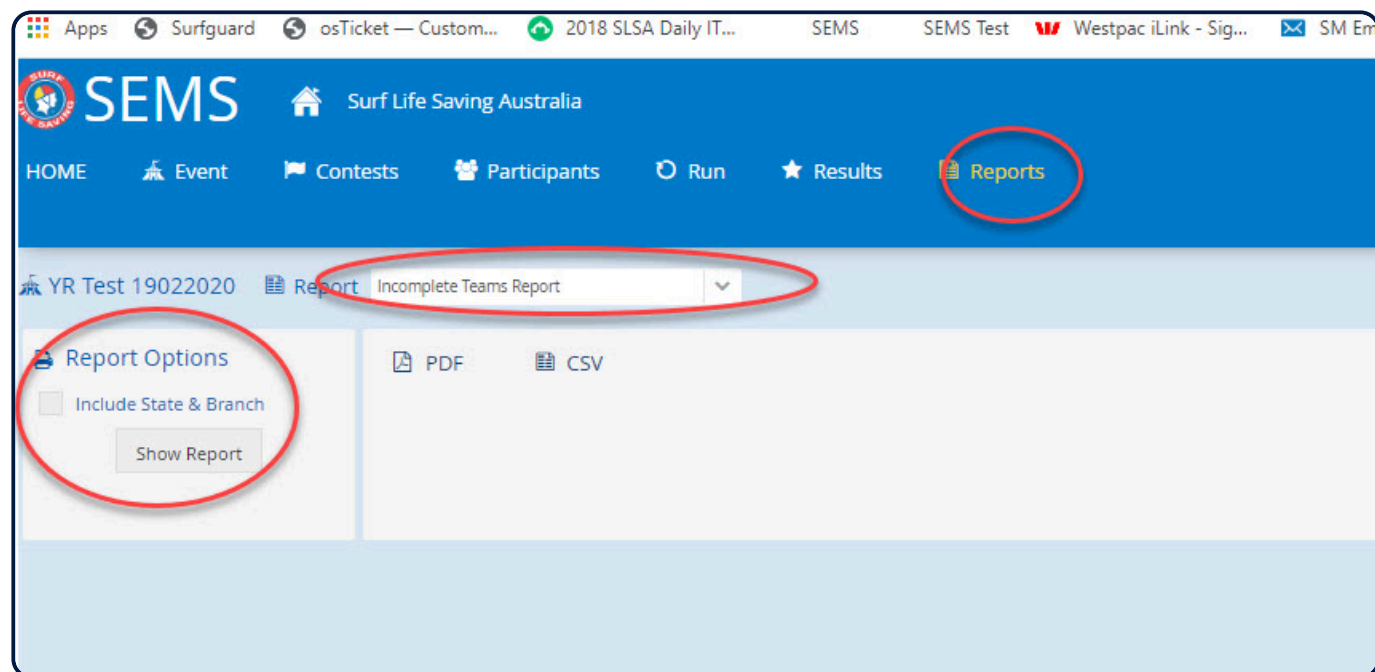
---

Allows users to view a list of all incomplete teams entered into Team Contests within an Event.

Click 'Reports' from the menu bar

Select 'Incomplete Teams Report' from the report drop down box

Select any Report Options,



Click 'Show Report' and then click on PDF or CSV

The report shows how many teams have been entered into a Contest and will display Incomplete Teams.  
eg: Contest Name: Open Male Board Relay Complete Teams: 4 Incomplete Teams 1

The report will then list the competitors entered into an Incomplete team.

The logo for Surf Life Saving Australia, featuring a circular design with a red border. Inside the circle, the words "SURF" and "LIFE SAVING" are written in white capital letters on a red background. In the center, there is a blue circle containing a white silhouette of a person's head and shoulders, with a yellow and red surfboard positioned behind it.

**Event:** YR Test 19022020  
**Event Date:** 23-Feb-2020  
**Generated on:** 19-Feb-2020 02:17 pm

Team Name	Team Organisation Name	Member Name	Member Organisation Name	Role	Age
Contest Name: Open Male Board Relay Complete Teams: 4 Incomplete Teams: 1					
Team A	Elouera	Aidan Martin	Elouera	General Competitor	21
Team A	Elouera	Alex Seymour	Elouera	General Competitor	21

Revision: 13 — Last modified: 22 June 2021

## 5.10 Competitor Contact List Report

This report will display a list of all competitors entered into an Event together with their first and last name, Club, Suburb, State, Postcode, Email and mobile phone number.

Note: This competitor information is extracted from Surfguard.

Click 'Report' from the menu bar

Select 'Competitor Contact List Report' from the report drop down box

Report Options include to show Competitors and/or Assistants and/or Officers

Click 'Show Report'

Report Output is only available in CSV

The screenshot displays the SEMS web application interface. At the top, there is a blue header bar with the SEMS logo and the text 'Surf Life Saving Australia'. Below the header, a navigation menu includes links for HOME, Event, Contests, Participants, Run, Results, and Reports. The main content area shows a breadcrumb trail: 'YR Test 19022020 > Report > Competitor Contact List Report'. On the left, a 'Report Options' panel is visible, containing a dropdown menu set to 'All Contests', three checkboxes for 'Show Competitors' (checked), 'Show Assistants', and 'Show Officers' (unchecked), and a 'Show Report' button.

Revision: 7 — Last modified: 22 June 2021

## 5.11 Event Program Report

Report provides the details of the Event including Location, Registration and Competition dates, together with a break down of contest dates, start times and area locations.

The report has two print options, PDF or CSV and includes a print option to include the area map.

SEMS Surf Life Saving Australia

HOME Event Contests Participants Finance

YR test 09122020 Report **Event Program Report**

**Print Options**

☐ Include Area Map

Print: ☐ as CSV ☒ as PDF

Show Report

The first section of the report shows the following:

Event Name

Event Owner

Host:

Location information from the 'where' section of the event.

Registration dates

Competition dates

Map (included when "Include Area Map" option is chosen in the print option)

This shows the Event location as defined by the GPS coordinates in the event 'where' info. It shows as a big icon with 'Event Location' and then the map shows all the 'areas' defined in the areas section with an icon and the area name.

If the coordinates are not present in the 'Where' section of the event details page then show a message – "GPS information is not available."

The second section of the report displays the list of contests grouped by the contest start date & time giving Date/Day.

These groups will be ordered by the contest start date and the internal contest list will be sorted by the contest start time.

The contest list will show below set of information:

Contest name

Start time (Contest start name)

Area name – Name of the area that is assigned to the contest. In case of no area assigned, keep it blank.

Contests where the date and time field is not filled, they will fall under a separate group 'Undefined' where the contests will be sorted basis their contest name.

*Revision: 12 — Last modified: 22 June 2021*

## 5.12 Officials Report

---

This report will list all Officials that have been entered into the Event and their attendance data.

Event Name

Event Start date

Officials Last name

Officials First name

Official role – Multiple official roles separated by a comma will be listed. This field will show all the roles that the Official has been assigned to during the entire Event period.

This info can be picked up from the attendance data.

Areas – multiple areas separated by a comma. This field will show all the areas assigned to the member during the entire event period. This info can be picked up from the attendance data. Since it is okay for the official to not have an area assigned, this field could have blank values.

Member's organisation

Member's Club's Branch

Member's Club's State

Registered Asthmatic Y/N

Organ Donor Y/N

Blood Type:

Medical notes:

Hepatitis B Vaccination Y/N

Injured/Light Duties

Please note that the report will only consider those Officials who have marked attendance at least once for the event will be included in the report.

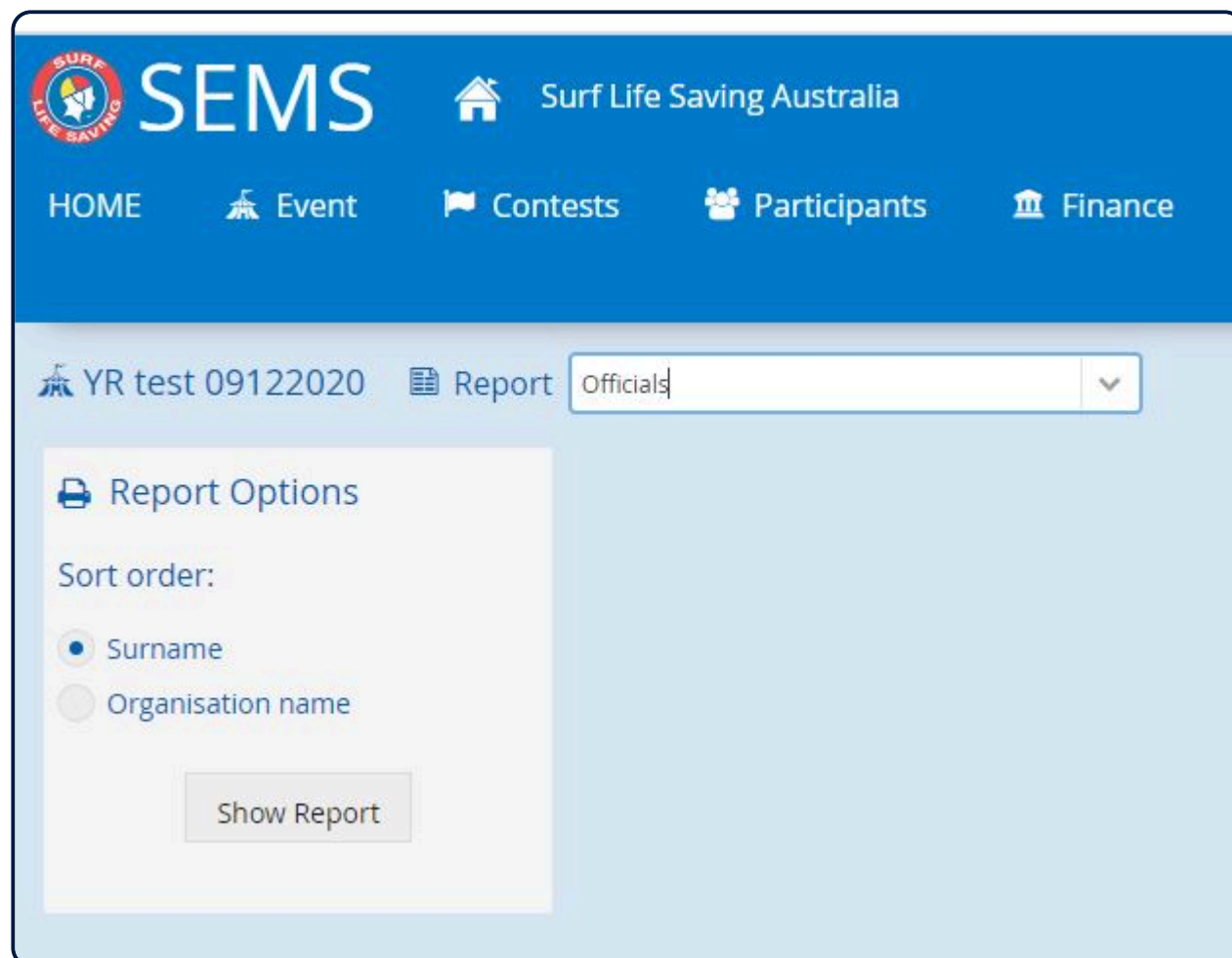
Officials with zero attendance data and are removed from an event will not be a part of this report.

From the list of output format, there are some medical details that are not maintained in SEMS at the moment. The said details need to be imported via an SQL job that runs daily to import Surfguard data.

There are two report options:

To sort by Official surname or Organisation

There are two report print options: CSV or PDF



**SEMS** Surf Life Saving Australia

HOME Event Contests Participants Finance

YR test 09122020 Report Officials

**Report Options**

Sort order:

☒ Surname

☐ Organisation name

Show Report

Revision: 7 — Last modified: 22 June 2021

## 5.13 Competitors Medical Details

Revision: 2 — Last modified: 22 June 2021



## 6. Running an Event (Draws & Results)

Eventadmin users (and superadmin users) of the system have the ability to 'Run' an Event.

Running an Event in SEMS includes:

- Mark Off (recording attendance for an Event or a Contest)
- Generate draws, next round draw and edit created draws
- Record results and Point scores
- Create Reports

The run process for a contest is as follows:

- Mark off attendance (not compulsory)
- Generate round draw (1st round)
- Run round draw
- Enter results for 1st round draw
- Define next round draw
- Generate next round draw
- Run next round draw
- Enter results

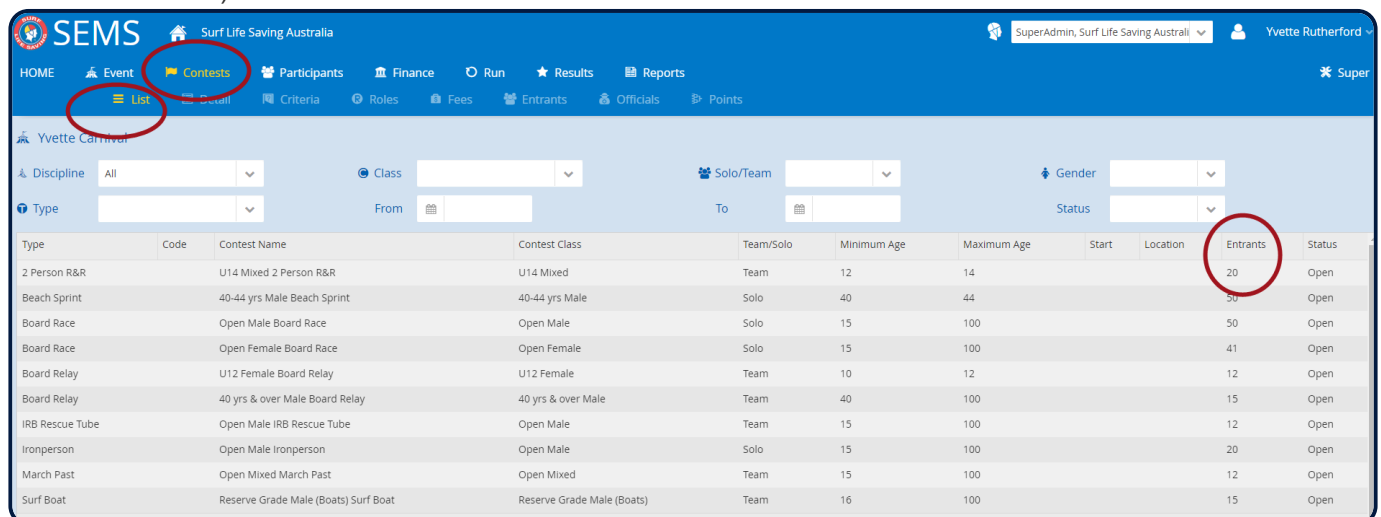
Continue with this process until the contest is completed.

### Overview of Contests and Entrants

At a quick glance, you can view the list of contests and the entrants within each contest.

Highlight the Event name, right click and choose 'Contests'

The Screen will display the contests within the event and the number of competitors entered (listed in the Entrants column).



Type	Code	Contest Name	Contest Class	Team/Solo	Minimum Age	Maximum Age	Start	Location	Entrants	Status
2 Person R&R		U14 Mixed 2 Person R&R	U14 Mixed	Team	12	14			20	Open
Beach Sprint		40-44 yrs Male Beach Sprint	40-44 yrs Male	Solo	40	44			50	Open
Board Race		Open Male Board Race	Open Male	Solo	15	100			50	Open
Board Race		Open Female Board Race	Open Female	Solo	15	100			41	Open
Board Relay		U12 Female Board Relay	U12 Female	Team	10	12			12	Open
Board Relay		40 yrs & over Male Board Relay	40 yrs & over Male	Team	40	100			15	Open
IRB Rescue Tube		Open Male IRB Rescue Tube	Open Male	Team	15	100			12	Open
Ironperson		Open Male Ironperson	Open Male	Solo	15	100			20	Open
March Past		Open Mixed March Past	Open Mixed	Team	15	100			12	Open
Surf Boat		Reserve Grade Male (Boats) Surf Boat	Reserve Grade Male (Boats)	Team	16	100			15	Open

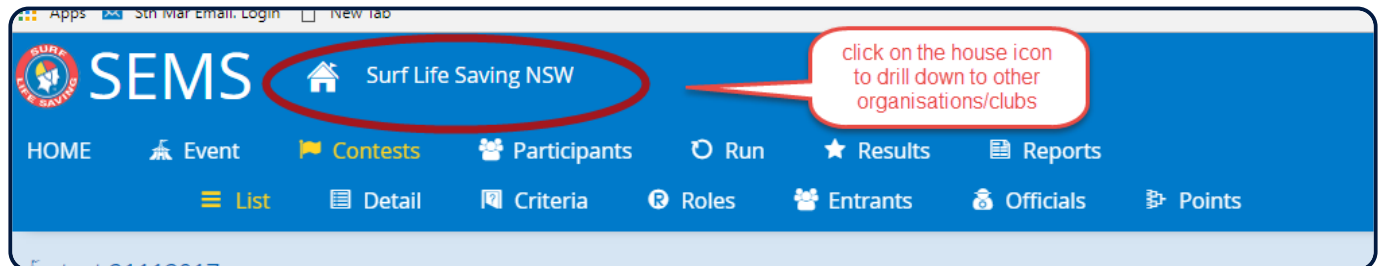
Revision: 5 — Last modified: 19 February 2020

### 6.1 Editing Entries (team changes/

# substitutions)

## Editing Existing Club/Competitor Entries – Solo & Team Contests – **PRIOR TO A CONTEST ROUND DRAW BEING CREATED**

**Note:** Branch/State Level – you need to drill down to the relevant Organisation before you commence editing entries on behalf of a club.



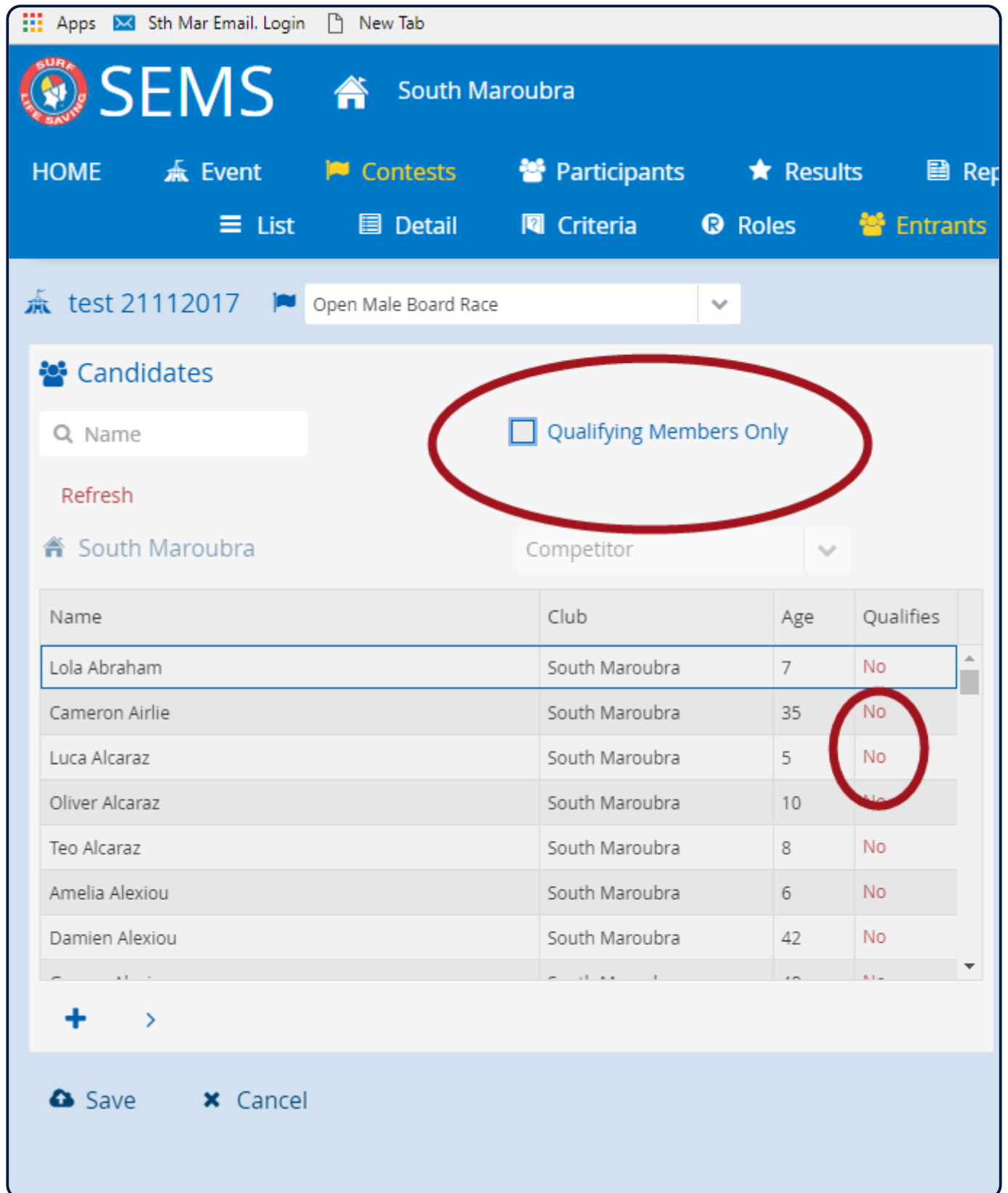
- Highlight and open the event in question
- Click on the menu tab 'Participants'. This will display all competitors entered into the Event if 'All Contests' have been displayed (Default) or You can filter by Contest to display all competitors entered into a specific contest.
- By highlighting a competitor's name, their entries will be listed on the right-hand side of the screen.
- To remove a competitor from a contest – highlight the contest in question and click on the 'Remove' button.
- To add a competitor to additional contests, click on the 'Add' button and tick the checkbox along-side the contest that you wish to add them too.
- Once you have amended a competitor's entries click the 'Save' button at the bottom of the screen

If you wish to view a list of members that do not qualify for a specific contest (ie: are not listed in the contests Qualifying Members List) then uncheck the 'Qualify box'.

To view why a member does not qualify for a contest click on the red **NO** next to the person's name and a pop up will display why this member does not qualify for a contest

**Note:** The popup will go away when you move your mouse.

**Note:** Recorders are unable to add 'non-qualifying competitors' to contests.



The screenshot displays the SEMS (Surf Life Saving Australia Sports Event Management System) interface. The top navigation bar includes links for HOME, Event, Contests, Participants, Results, and Reports. The main content area shows the 'Candidates' section for the 'Open Male Board Race' event. A red oval highlights the 'Qualifying Members Only' checkbox, which is currently unchecked. Below this, a table lists candidates from South Maroubra. The 'Qualifies' column for all candidates is marked 'No', with the 'No' for Cameron Airlie also circled in red.

Name	Club	Age	Qualifies
Lola Abraham	South Maroubra	7	No
Cameron Airlie	South Maroubra	35	No
Luca Alcaraz	South Maroubra	5	No
Oliver Alcaraz	South Maroubra	10	No
Teo Alcaraz	South Maroubra	8	No
Amelia Alexiou	South Maroubra	6	No
Damien Alexiou	South Maroubra	42	No

Revision: 9 — Last modified: 19 February 2020

## 6.1.2 Editing Entries once a Contest Round Draw has been Created

Once a contests round draw has been created users are unable to add or edit entries via the Entrants or

### Participants Screens.

To edit a team entry (substitution) or to add a person (on the fly) can be done in the Contests – Run – Round Draw Screen.

Open up the Event

Highlight the Contest and click 'Open'

From the Menu bar select 'Run' and 'Round Draw'

Click 'Add Person'

Using the Organisation filter select the Club that you wish to add the competitor from  
SEMS will list all eligible competitors.

Highlight the competitors name and click 'Add Person'

Once you have finished adding click 'Cancel' to exit the 'add person to heat' screen

Note: once results have been placed for a contest you can only add a person/team from the Results Entry Screen.

*Revision: 5 — Last modified: 19 February 2020*

## 6.2 Mark Off

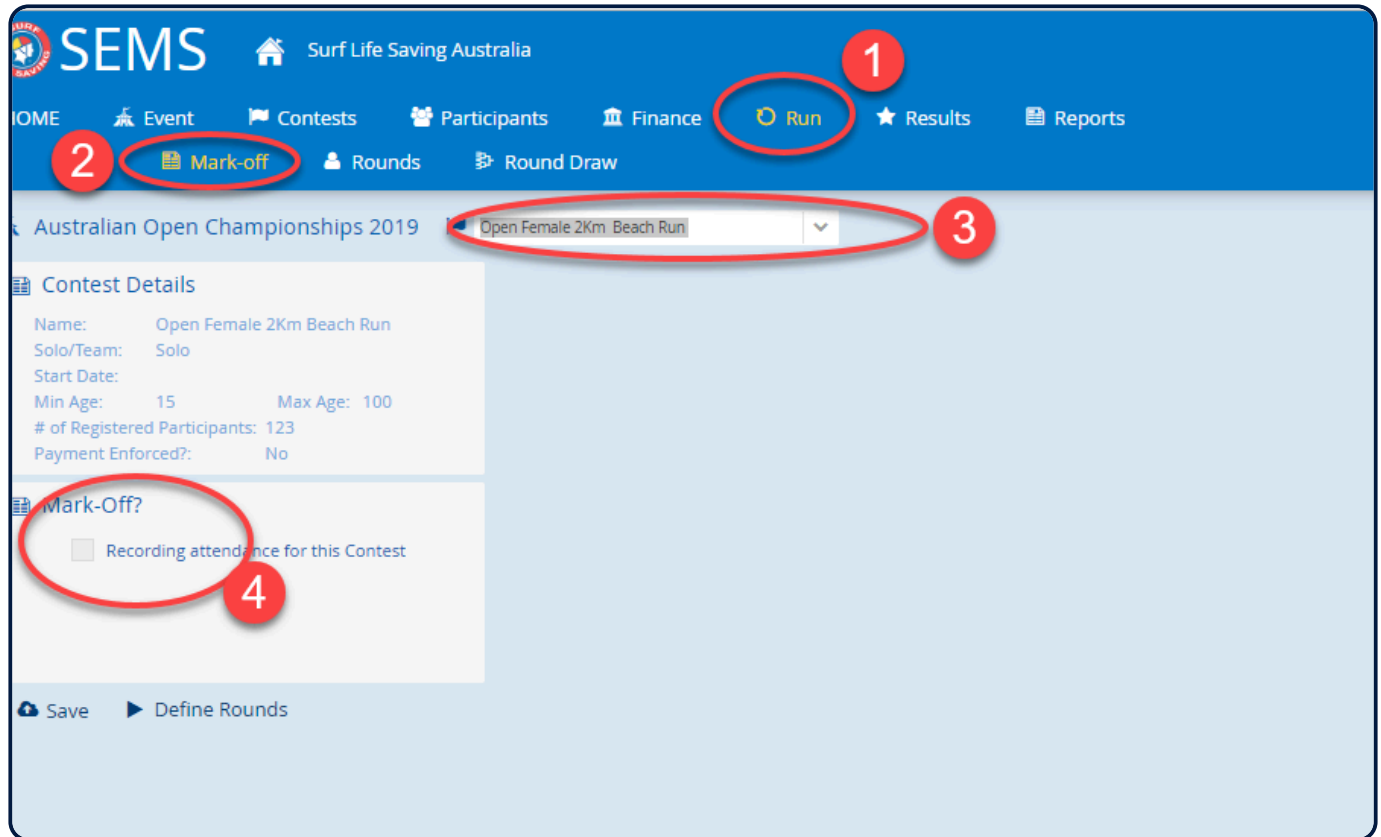
---

Markoff can be used as an attendance checklist to see which competitors will be participating in an event or an individual contest.

\*NOTE: \* You do not have to use the Mark Off function.

Highlight Event and click the 'Open' button.

1. Click on the 'Run' tab from the Menu Tab.
2. Click on the Mark-off submenu tab.
3. Choose a contest from the drop-down box.
4. Tick the checkbox for Mark-Off 'Recording attendance for this contest'



The screen will load and list all entrants for this contest.

1. You can print the list of entrants for the selected Contest if you wish to perform a manual/paper 'Mark off'. Click 'Print' button located righthand side of screen, output options CSV, PDF, Word.
2. You can individually tick those present for this contest using the checkbox next to each competitor's name.
3. You can 'Mark All' as present by selecting the 'Mark All' button (located bottom right corner)
4. There is a 'search' field to input a competitor's surname to locate them
5. You can record the time that 'mark off' commences and closes
6. Click 'Save' once you have completed entering your Mark Off data.

If you wish to progress to creating the first round draw – click 'Define Rounds'

SEMS Surf Life Saving Australia

SuperAdmin, Surf Life Saving Australia Vvette Rutherford

HOME Event Contests Participants Run Results Reports

Mark-off Rounds Round Draw

Copy of TEST FSG Open Male Surf Race

**Contest Details**

Name: Open Male Surf Race  
 Solo/Team: Solo  
 Start Date:  
 Min Age: 15 Max Age: 100  
 # of Registered Participants: 34  
 Payment Enforced?: No

**Mark-Off?**

☒ Recording attendance for this Contest

**Mark-Off Times**

Contest Mark-off Commence HH:MM  
 Contest Mark-off End HH:MM

Save Define Rounds

**Registered Participants**

☒ Competitors ☐ Assistants ☐ Officials

Organisation	Name	Gender	DOB	Age	Role	Present
Altona	Greg Abson	M	11 Feb 1988	29	Competitor	<input type="checkbox"/>
Anglesea	Cameron Abbott	M	24 Feb 1970	47	Competitor	<input type="checkbox"/>
Apollo Bay	Jim Abraham	M	14 Feb 2001	16	Competitor	<input type="checkbox"/>
Aspendale	Adnan Abdul Mutalib	M	14 Mar 2001	16	Competitor	<input type="checkbox"/>
Avalon Beach	Zac Abbas	M	17 Dec 2000	16	Competitor	<input type="checkbox"/>
Birubi Point	Benjamin Abbott	M	17 Jun 1975	42	Competitor	<input type="checkbox"/>
Birubi Point	Benjamin Abernethy	M	10 Feb 1975	42	Competitor	<input type="checkbox"/>
Brighton	Philip Aarons	M	16 Nov 1963	53	Competitor	<input type="checkbox"/>
Brighton (SA)	Troy Aberline	M	09 Jun 1974	43	Competitor	<input type="checkbox"/>
Broadbeach	Darcy Abbott	M	06 Feb 1983	34	Competitor	<input type="checkbox"/>
Bundaberg	Kenneth Aaron	M	16 Jul 1942	75	Competitor	<input type="checkbox"/>
Camden Haven	Bailey Abbott	M	23 Jan 2003	14	Competitor	<input type="checkbox"/>

0 participants selected

Scan Codes Mark All Clear ALL

Revision: 9 — Last modified: 19 February 2020

## 6.2.1 Mark Off using RF Scan Codes

By accessing the Run – Mark-Off menu tabs, users can mark off entrants for a contest using RF codes. Click on the ‘Scan Codes’ button located at the bottom of the screen. SEMS will ask you to click on the ‘Allow’ button to use your device camera. Scan each competitor’s RF band and SEMS will automatically record them as present for the selected contest.

Revision: 5 — Last modified: 19 February 2020

## 6.3 Official Attendance

Please refer to item 7.4 – Managing Officials Attendance.

Revision: 2 — Last modified: 9 December 2020

## 6.4 Creating First Round Draws

To create a first round draw, highlight the contest that you wish to formulate the first round draw for and click on ‘Run’ from the Menu Bar. Click ‘Rounds’ on the sub menu bar. Note: double check that you have the correct Contest displayed.

Round 1 will be generated on a random name basis.

1. Enter in the Round Type (e.g. Round, Repechage, Quarter Final, Semi or Grand Final)
2. Enter in the number of heats or the number of competitors required for each heat
3. Tick the ‘Only include competitors who are marked off’ if this applies. (ie: if you have used the Mark Off function)

4. Click 'Save' button

5. Click 'Generate Draw' button

SEMS Surf Life Saving Australia

HOME Event Contests Participants Finance **Run** Results Reports

Mark-off **Rounds** Round Draw

TEST GROUP SLSA CARNIVAL Open Male 1KM Beach Run Solo Contest

**Contest Details**

Name: Open Male 1KM Beach Run  
Solo/Team: Solo  
Start Date:  
Min Age: 15  
Max Age: 100  
Participants Entered: 64  
Participants in Attendance: 63  
Payment Enforced?: No

**Round Type**

1 Quarter Final

**Heats**

# Heats 2 4  
# People per Heat 0

Note: Round 1 will be randomly generated based on the Heats settings

3 Only include competitors who are marked off

Note: Create a simple list by choosing 1 in number of heats

4 Save 5 Generate Draw

The screen will display the first round draw. Users can:

1. Print the draw (with options to include State/Branch, Additional place column (2 columns) Output options CSV, PDF.
2. Lock the draw to disable editing of the draw
3. Add a Person to the Draw
4. Swap competitors around the draw
5. Run the Round

SEMS Surf Life Saving Australia

HOME Event Contests Participants Finance **Run** Results Reports

Mark-off Rounds **Round Draw**

TEST GROUP SLSA CARNIVAL Open Male 1KM Beach Run Solo Contest

**Contest Details**

Name: Open Male 1KM Beach Run  
Solo/Team: Solo  
Start Date:  
Min Age: 15  
Max Age: 100  
Participants Entered: 64  
Participants in Attendance: 63  
Payment Enforced?: No

**Round Definition**

Round Type: Round  
Round #: Quarter Final  
Number of Heats: 4  
Round Positioning: Random  
Only include competitors marked off

**Heats**

Heat: 0 Position: 0 Name: Organisation:

Heat	Pos	Name	Org	Swap
1	1	Gregory Causar	Coogee (NSW)	4
	2	Cameron Airlie	South Maroubra	
	3	Matthew Altken	Cronulla	
	4	Roger Aspinall	Noosa Heads	
	5	Jerone Reedy	Kirra	
	6	Nathan Breen	Cronulla	
	7	Peter Allison	South Maroubra	
	8	Adam Pantle	North Bondi	
	9	David Ammon	South Maroubra	
	10	George Alexiou	South Maroubra	
	11	Julia Alexopoulos	Cronulla	
	12	Peter Bambridge	South Maroubra	
	13	Sean Blattman	Cronulla	
	14	Michael Amara	South Maroubra	

1 Print

2 Run Round

3 Add Person

4 Swap

5 Lock Draw

Save

## 6.4.1 Adding Competitors to a First Round Draw

---

Once a contests round draw has been created users are unable to add or edit entries via the Entrants or Participants Screens.

Editing a team entry (substitution) or to add a person (on the fly) can be done in the Contests – Run – Round Draw Screen.

Open up the Event

Highlight the Contest and click 'Open'

From the Menu bar select 'Run' and 'Round Draw'

### **Solo Contest**

Click 'Add Person'

Use the Organisation filter select the Club that you wish to add the competitors from  
SEMS will list all eligible competitors.

Highlight the competitors name and click 'Add Person'

Click Close to exit the 'add person to heat' screen

### **Team Contest**

Click 'Add Team'

Use the Organisation filter select the Club that you wish to add the competitors from  
Type in the Team Name – Click 'Done'

SEMS will list all eligible competitors.

Highlight the competitors name and click them over to the competitors box.

Once you have finished adding all team competitors click 'Done'

Click 'Save'

Note: Once results have been placed for a contest you can only add a person/team from the Results Entry Screen.

## 6.4.2 Swap competitor's positions in a Round draw

---

To activate the Swap function:

1. Click on the Swap icon.
2. Tick the checkbox next to the 2 x competitor's names that you wish to swap
3. Click 'swap' button
4. Click 'save' button



FINAL

t: 0 Position: 0 Name: Organisation:

Pos	Name	Org	Swap
1	Frederick Elkhoury	South Maroubra	<input type="checkbox"/>
2	Harry Ballesty	South Maroubra	<input checked="" type="checkbox"/>
3	Daniel Johnson	South Maroubra	<input type="checkbox"/>
4	Malachi Pittman	Agnes Water	<input checked="" type="checkbox"/>
5	William Chapman	South Maroubra	<input type="checkbox"/>
6	Fedy Kaafar	South Maroubra	<input type="checkbox"/>
7	Harry Crewe	South Maroubra	<input type="checkbox"/>
8	Luke Breden	South Maroubra	<input type="checkbox"/>
9	Noah Burnham	South Maroubra	<input type="checkbox"/>
10	Angus Gray	South Maroubra	<input type="checkbox"/>
11	Kyle Houston	South Maroubra	<input type="checkbox"/>
12	Jack Brandtman	South Maroubra	<input type="checkbox"/>

Save Swap + Add Person Lock Draw Run Round

Revision: 6 — Last modified: 30 March 2020

## 6.4.3 Using selected Alley Positions for IRB Competition

When creating draws for contests that use 'alley's' such as IRB contests the system uses alley positions 1 through to 10.

Alley 1 being the Red and Yellow can

Alley 2 Black can

Alley 3 Green White stripe

Alley 4 Red

Alley 5 Blue White Stripe

Alley 6 Yellow

Alley 7 White Black Stripe

Alley 8 Orange

Alley 9 Green and Yellow

Alley 10 Purple

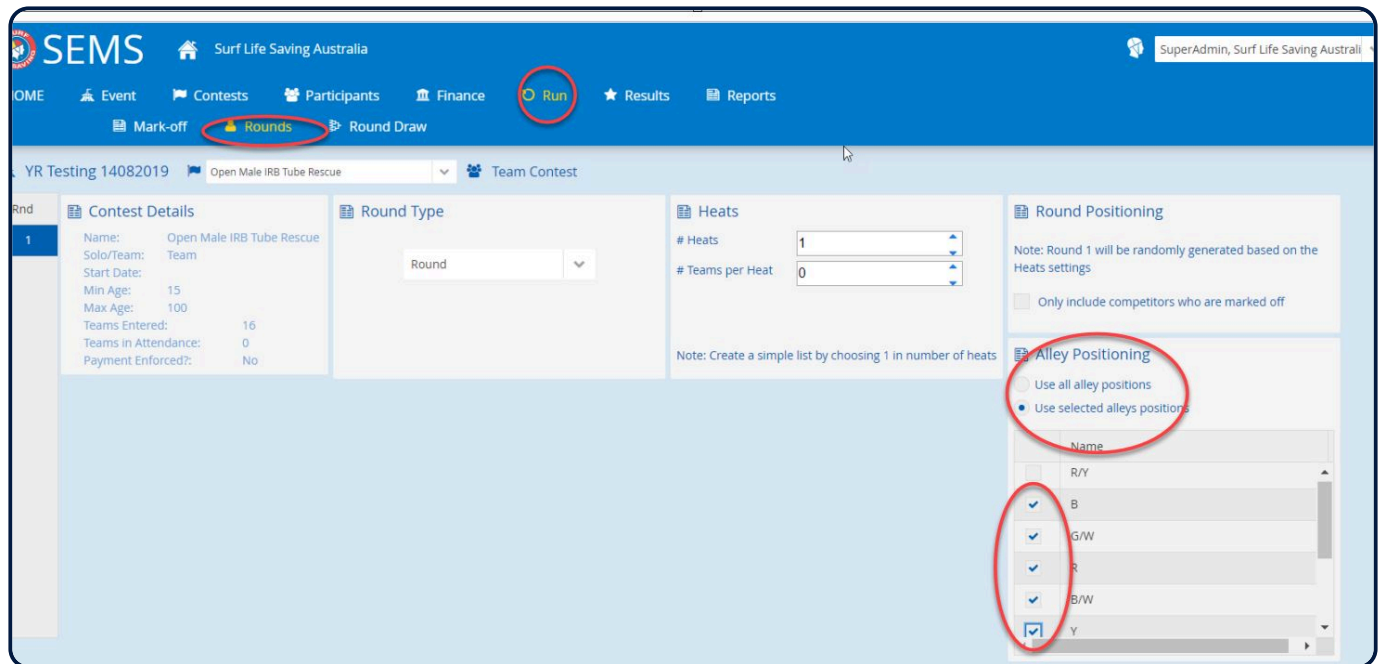
Sometimes there is an occasion when creating a contest draw that certain 'Alley's' are not being used ie: Not using Alley 1.

If this is the case when in the Run – Rounds screen, and the contest is an 'Alley' contest, then users are presented with the option to 'Select Alleys Positions'

Tick the checkbox 'Use Selected Alleys Positions' and then tick the Alleys that are going to be used.

If all Alleys are to be used then tick the checkbox:

'Use all alley positions (which is the default setting)



Revision: 2 — Last modified: 12 September 2019

## 6.4.4 Locking a Draw

Click 'Lock Draw' to enable the draw lock function.

Once a user has locked a round draw no other user can edit the draw until the draw is Unlocked.

Revision: 5 — Last modified: 30 March 2020

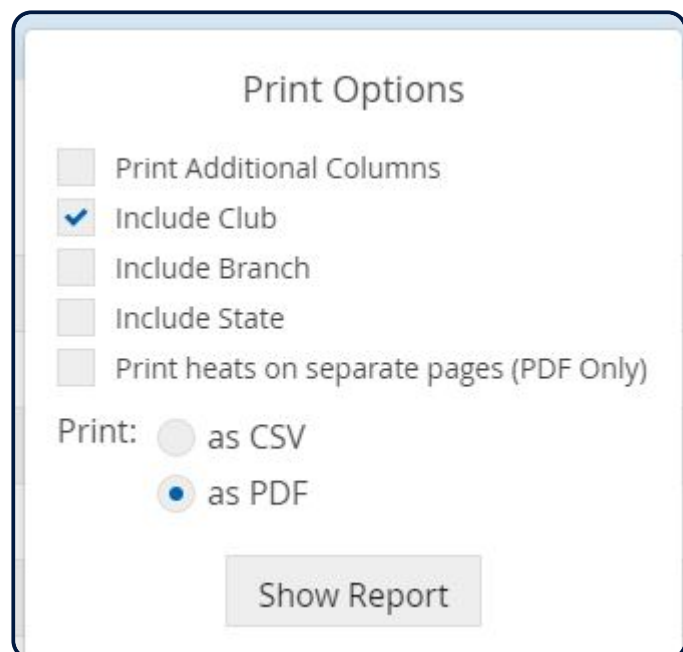
## 6.4.5 Printing a Draw

Once you are satisfied with a contest's first round draw click the Print button (top right) to print.

Print Options include:

1. Print additional columns (this provide two columns to add results). The default is 1 blank result column in the round draw printout.
2. Include Club, Branch and/or State. This will display the competitors/teams organisation, branch and state name. The default is to print out club name
3. Print heats on separate pages (PDF Only)

Print output formats include CSV and PDF



The image shows a 'Print Options' dialog box with a title bar. It contains several checkboxes: 'Print Additional Columns' (unchecked), 'Include Club' (checked with a blue checkmark), 'Include Branch' (unchecked), 'Include State' (unchecked), and 'Print heats on separate pages (PDF Only)' (unchecked). Below these is a 'Print:' label followed by two radio buttons: 'as CSV' (unchecked) and 'as PDF' (checked with a blue dot). At the bottom is a 'Show Report' button.

Revision: 5 — Last modified: 30 March 2020

## 6.4.6 Run Round

---

To complete the process for Contest first round draw, click 'Run Round' (bottom left of page) which tells the system that a contest is now ready for results.

The screen will change and take you to the results section.

Revision: 5 — Last modified: 30 March 2020

## 6.5 Entering Results for Round Draw

---

Once you have clicked 'Run Round' the system will take you to the Results Entry Page.

Alternatively, to get to the Results Entry screen, from the home page, highlight Event name and click the Results Menu Tab.

1. Select the contest from the Drop-down box
2. Click 'Edit'
3. Type in placing number (in the Place Column) next to each competitor for each heat or use the arrow keys to adjust the placing number
4. The status of each competitor result defaults to 'competed'. Available from the status drop down box: Competed, Did not Finish, Did not Start, Did not Mark Off, Disqualified, Did Not Place.
5. If the Event owner has set up the pointscore to automatically add points then you will see these points appear in the 'points column' Alternatively you can type in points for each results entered.
6. Recorders can add a person or team in the results entry screen. Click the 'Add Person' button.
7. Recorders can Remove a competitor/team from the contest in the Results Entry screen
8. Once you have added results click 'Save' button.
9. If you wish to progress to 'define the next round' for the contest click 'Define Next Round'

The screenshot shows the SEMS Results Entry screen. The top navigation bar includes 'HOME', 'Event', 'Contests', 'Participants', 'Run', 'Results', and 'Reports'. The 'Results' menu is highlighted, and the 'Results Entry' sub-menu is also highlighted. The left sidebar shows 'Contest Details' and 'Round Definition'. The main area displays a table of results for 'YR Test Event 15032020' with columns for Heat, Pos, Name, Org, Status, Place, Points, Time, and Comments. Red numbered callouts (1-9) indicate key UI elements: 1. Results menu, 2. Results Entry menu, 3. Contest dropdown, 4. Add Person button, 5. Organisation filter, 6. Competitor name, 7. Add Person button, 8. Save button, 9. Define Next Round button.

Revision: 7 — Last modified: 30 March 2020

## 6.5.1 – Adding a Person from the Results – Entry Screen

You can add a competitor or team to a contest from within the Results Entry Screen

Note: once a draw has been created you can not add a person/team via the Entrants/Participant Screens

Note: once results have been placed for a contest you can only add a person/team from the Results Entry Screen.

To add a competitor /team

1. Open up the Contest
2. Select 'Result' and then 'Result Entry' from the menu tabs.
3. Select the contest
4. Click 'Add Person'
5. Using the Organisation filter select the Club that you wish to add the competitor from SEMS will list all eligible competitors.
6. Highlight the competitors name and click 'Add Person' Note: it may ask you to select a competitor role ie: General Competitor Once you have finished adding click 'Cancel' to exit the 'add person to result' screen

Revision: 8 — Last modified: 30 March 2020

## 6.6 Generating Next Round Draws

Click the Results menu tab, 'Results Entry' page will display

Select the contest that you wish to create the next round draw for

Click 'Define Next Round' link (located bottom left side of screen), the next rounds screen will display

1. Enter in the Round Type (e.g. Semi Final)

2. Enter in the number of heats
3. Enter in the 'round positioning' rules i.e random or seeded based on placing, times or points.
4. Enter in the desired 'top competitors' to be selected for the next round draw i.e top 6 competitors from previous rounds.
5. Click 'Save' button
6. Click 'Generate Draw'

Once the next round draw appears on the screen the user once again has the option to:

- Lock the Draw
- Swap competitors around
- Add Person
- Print out the draws

Once you are satisfied with defining your next round draw click 'Generate Draw'.

Revision: 9 — Last modified: 30 March 2020

## 6.6.1 Entering Results for Next Round Draws

From the Results – Results Entry page

Ensure that the correct Contest is selected.

1. Click 'Edit' Button
2. Add placing number next to each competitor for each heat. Click on the arrow to adjust the number
3. The status of each competitor results defaults to 'competed'. Available from the status drop down box: Competed, Did not Finish, Did not Start, Did not mark off, Disqualified, Did not place
4. Once you have added Results, click 'save' button.
5. Once you have added all the results for the round then you can progress to 'define the next round draw'.

Continue with this process until you have completed the Contest to the Grand Final.

Revision: 6 — Last modified: 30 March 2020

## 6.6.2 Final Results and Pointscore

If you wish to apply a pointscore to your results (Grand Final round or repacharge) simply type in the points in the results screen. See image below.

35+ Yrs Mixed Mass Rescue Team Contest

★ Results

Heat: 0 Name:

Heat	Pos	Name	Org	Status	Place	Points	Time
1	1	BLACK	North Avoca	Disqualified	0	0	h : m
	2	Caves White	Caves Beach	Completed	6	3	h : m
	3	No excuses	Forster	Completed	3	6	h : m
	4	Caves Maroon	Caves Beach	Completed	7	0	h : m
	5	In Duck We Trust	Coogee (NSW)	Completed	4	5	h : m
	6	Red	Kiama Downs	Completed	1	10	h : m
	7	White	Bondi	Completed	5	4	h : m
	8	Old Mate	Queenscliff	Completed	2	8	h : m

If you have already set up the pointscore rules for the Event/Contest (via menu tabs Contests – Points) then when you type in the place, points will automatically be added.

Click 'save' button when you have finished entering in your results/points.

Note: If you add points to each round, then points will automatically accumulate for each team/competitor as you progress through each round.

Revision: 6 — Last modified: 30 March 2020

## 6.7 – Quick Reference – Step by Step Instructions on How to Run a Contest

Run Cycle for a contest of 30 competitors – board race (example)

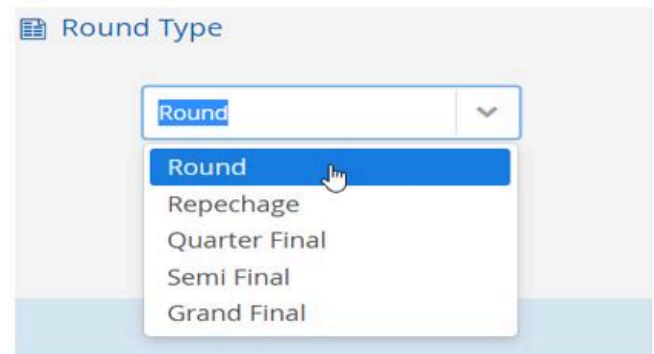
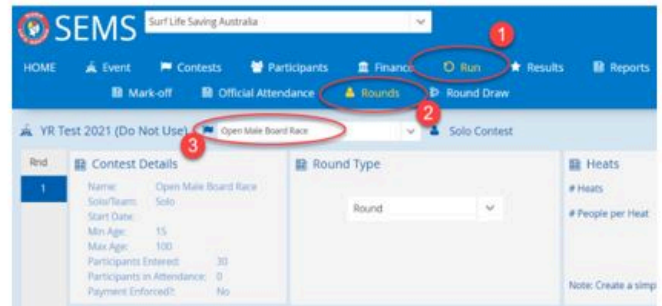
1. Run Menu, Round Sub Menu and select Contest.
2. Round – create first round draw – 3 heats (which will produce draw with 15 competitors in each heat)
3. Round Draw – view and print draw
4. Results – enter results for 3 heats (top 6 placegetters)
5. Define Next Round – Create Semi Round with 2 heats (to produce 8 competitors in each semi round – select 6 top competitors from previous round)

6. Round Draw – view and print draw
7. Results – enter semi final results for the 2 semi heats (top 6 placegetters)
8. Define Next Round – create Grand Final (top 6 placegetters to produce grand final with 12 competitors)
9. Round Draw – view and print
10. Enter in Final Results

### Creating the first Round Draw for a Contest

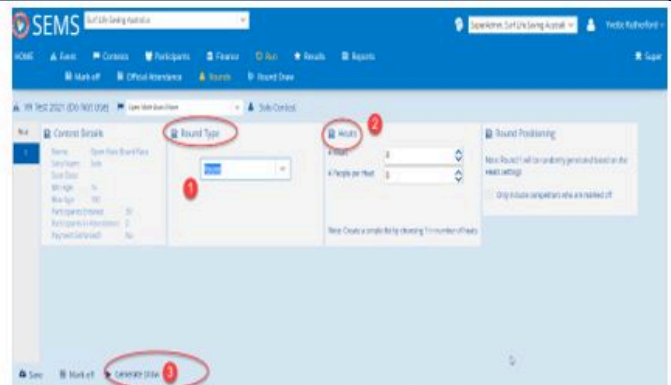
#### ROUNDS

1. Select 'RUN'
  2. Select 'ROUNDS'
  3. Select Contest from Drop down box  
(example: Open Male Board Race with 30 competitors entered)
- 
1. 'ROUND TYPE'
  2. Select how many rounds you wish hold for this contest



Example: Round type selected is 'Round'  
Heats – 3

3. Click on 'GENERATE DRAW'



### ROUND DRAWS

Round Draw will be displayed.

1. User can 'swap' competitors around. Tick checkbox for two competitors that wish to change marshalling positions for
2. Click on the 'Swap' button (located bottom of screen) to initiate the swap change.
3. Add Person to the Draw
4. Remove Person from Draw
5. User can Lock Draw (recommended)
6. User can 'Print' the draw

## 7. Run Round – take user to the Results screen.

Heat: 0 Position: 0 Name: Organisation:

Heat	Pos	Name	Org
1	1	William Smith	Coffs Harbour
	2	Nicholas Mulholland	Kiama Downs
	3	Chris Duffus	Towradgi
	4	Matthew Liles	Newcastle
	5	Adam Fry	North Bondi
	6	Andrew BOOTH	Byron Bay
	7	Charlie Farr-Jones	South Maroubra
	8	Michael Briggs	South West Rocks
	9	Andrew Harford	North Bondi

Buttons: 6 Print, 1 Swap, 2 Swap, 3 Add Person, 4 Remove Person, 5 Lock Draw, 7 Run Round

## RESULTS

### Entering Results

1. Results Menu
2. Results Entry Menu
3. Confirm contest name is correct
4. Click Edit
5. Using the place column add result place
6. Status column – change if competitor did not compete.
7. Once results have been entered – click SAVE

Note: example is 30 competitors for Male Board Race. Entered in top 6 placegetters for each of the 3 heats.



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Event | Contests | Participants | Finance | Run | **Results** | Reports

2 **Results Entry** | Results Report

Test 2021 (Do Not Use) | **Open Male Board Race** | Solo Contest

**Contest Details**

Name: Open Male Board Race  
 Solo/Team: Solo  
 Start Date: 15  
 Min Age: 100  
 Max Age: 30  
 Participants Entered: 0  
 Participants in Attendance: 0  
 Payment Enforced?: No

**Round Definition**

Round Type: Round  
 Round #: 3  
 Number Of Heats: Random

**Results**

Heat: 0 | Name: [ ]

Heat	Pos	Name	Org	Status	Place	Points	Time	Comments
1	1	William Smith	Coffs Harbour	Completed	2	0		Add
2	2	Nicholas Muholland	Kiama Downs	Completed	0	0		Add
3	3	Chris Duffus	Towragge	Completed	0	0		Add
4	4	Matthew Liles	Newcastle	Completed	0	0		Add
5	5	Adam Fry	North Bondi	Completed	0	0		Add
6	6	Andrew BOOTH	Byron Bay	Completed	0	0		Add

Save | **Edit** | Scan Codes | + Add Person | - Remove | Define Next Round

## DEFINE NEXT ROUND DRAW

Click on 'Define Next Round'

Takes you back to the Run – Rounds screen

1. Check that contest is correct
  2. You will see that you are up to Round 2
  3. Select Round Type (Semi Final)
  4. Select number of heats
  5. Select how many place getters from previous round to bring through to this next round.
- Using example contest: bring top 6 place getters (18 competitors) from previous round heats to make 2 semi finals heats.
6. Save
  7. Click 'Generate Draw'

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HOME | Event | Contests | Participants | Finance | **Run** | Results | Reports

Mark-off | Official Attendance | **Rounds** | Round Draw

2 YR Test 2021 (Do Not Use) | **Open Male Board Race** | Solo Contest

**Contest Details**

Name: Open Male Board Race  
 Solo/Team: Solo  
 Start Date: 15  
 Min Age: 100  
 Max Age: 30  
 Participants Entered: 0  
 Participants in Attendance: 0  
 Payment Enforced?: No

**Round Type**

1 Semi Final

**Heats**

# Heats: 2  
 # People per Heat: 0

Note: Create a simple list by choosing 1 in number of heats

**Round Positioning**

Random  
 Seeded  
 Placing  
 Times  
 Points

Only include competitors who are marked off

**Top competitors**

Placing: 5  
 Points: 0

Save | Mark-off | **Generate Draw**

Proceed creating rounds to you get to Grand Final.

Enter in Grand Final results and then the contest is complete.



## 7. Managing Officials

---

The Officials Module is currently designed to allow Event owners to manage and record attendance of Officials.

The nomination process for Clubs and Officials to nominate for Events has not changed and Clubs/ Officials should consult their Branch/State/National regarding how to nominate Events.

SEMS allows Event Owners to add nominated Officials into an Event and then to run daily attendance reports.

### **NOTES:**

The Officials function is only available to users with an EventAdmin or SuperAdmin level of access when they are working at the Event owner organisation level or its parent organisation level.

The Event – Officials page shall be accessible for editing only before the Event end date. Post the Event end date, no user will be allowed to change Officials nominated

The time recording of Officials will happen only once for every Official for a particular date.

No change shall be allowed for the previous days from the current dates

No future date should be displayed in the date selector to record time for the future dates.

*Revision: 5 — Last modified: 10 December 2020*

## 7.1 Adding Officials to An Event

---

This page enables the user to add/remove Officials to an Event for multiple Official roles present in the system and to assign/change roles & areas to these Officials.

Officials cannot be added from external organisations or members of the public.

### **Adding Officials to the Event**

1. Using the page-level organisation filter, select the organisation that you wish to nominate the Official from. The eligible Officials list is auto-loaded upon page landing if the page-level organisation filter is set to club level.
2. You can also use the search functionality to find a name. Type in the name and click on the 'search button'.
3. 'Qualified members only' checkbox will be present on this page and will be defaulted to checked upon landing.

YR test 09122020

**Candidates**

2 Name  3 ☒ Qualifying Members Only

Search

Surf Life Saving Australia 1

Name	Club	Age	Qualifi

+

**Officials**

Name	Club
Adam Weir	Cronulla
Carl Briscoe	South Maroubra
Andrew Newrick	South Maroubra
Nicole Cooney	South Maroubra
Grant Rutherford	South Maroubra

Edit

### Qualification check & Officials selection

When Officers are validated for Officials roles, then all the Official roles (defined under Event->Roles section) are considered for eligibility.

The eligibility for Officials role will be calculated on below criteria:

- Age criteria – to be taken from Event Criteria
- Registration rule – to be taken from Event Criteria
- Award Criteria – to be taken from Super – Officials page where award criteria are specified for each Officials role.

4. An Official will be listed as qualified **YES** if he/she qualifies for all the above criteria for at least one Official role within the system.

YR test 09122020

### Candidates

Q Name ☐ Qualifying Members Only

Search

Caves Beach

Name	Club	Age	Qualifies
Brett Main	Caves Beach	53	Yes
Darren Williams	Caves Beach	51	Yes
Gennelle Williams	Caves Beach	51	Yes
Jason Gay	Caves Beach	39	Yes
Michael Mottley	Caves Beach	34	Yes
Phillip Hird	Caves Beach	68	Yes
Robert Carcary	Caves Beach	56	Yes

+ Save Cancel

Note: By unticking 'Qualifying Members Only' checkbox and click 'search' will result in all club members being listed with a notation as 'NO'.

You can click on the 'NO' to see a list of the details of their qualification for all the official roles – mentioning official role-specific award validation result + age and registration validation results.

To add an Official, highlight their name and use the add (+) symbol. A pop up will appear showing available Official Roles and Areas for you to choose from that the Official is eligible for (meets criteria).

Add Peter Steenson as Official to Event: YR test 09122020

Select Official Role

☒ Meets Criteria

	Role	Qualified
<input type="checkbox"/>	Finish Judge/Timekeeper/Recorder	Yes
<input type="checkbox"/>	Marshall/Check Marshall/Check	Yes
<input type="checkbox"/>	Starter/Check Starter/Check	Yes

Select Area

	Area
<input type="checkbox"/>	Beach Area 1
<input type="checkbox"/>	Board Area 1
<input type="checkbox"/>	Pool
<input type="checkbox"/>	Water Area 1

Add

Cancel

Users can unselect “Meets Criteria” checkbox and after that, the list shows all the Official roles, qualified as well as unqualified.

Using the checkbox select the Officials Roles (can select multiple roles)

Using the checkbox select the Area (can select multiple areas) that the Officials will be working in.

Save using the ‘Save’ button.

Discard the changes using “Cancel” button on the pop-up.

It is mandatory when entering Officials for at least one Official Role to be selected upon “Save” action but there is no such requirement for the ‘Areas’.

Revision: 4 — Last modified: 9 December 2020

## 7.2 Editing Officials Entered in an Event

---

### **Edit Roles of Existing Officials** (already entered)

Users can edit roles of existing Officials by highlighting the Officials name and using the Edit button. After clicking on the edit button a pop-up will display all the Official roles from the system (Meet Criteria checkbox unchecked by default) and the current selected official roles already marked will show by default.

This pop-up will also display all the areas present in the event and out of them it will pre-check the ones that are already assigned to the member.

User can alter the role and also alter the area selection as per their wish and save the changes by clicking "Save" button.

For the "Save" action, the validation to select at least one role will be enforced User can discard the changes by clicking the "Cancel" button.

*Revision: 4 — Last modified: 10 December 2020*

## 7.3 Removing Official's from an Event

---

### **Removing Official from Event**

The '-' button beside the edit button will enable the user to remove an Official from an event from all the assigned official roles.

Note: If the member is removed amidst Event run-time then the official will not be visible on the attendance page for the next day,

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Detail Criteria Areas Fees Organisations Officials Controls

YR test 09122020

**Candidates**

Search Name  ☒ Qualifying Members Only

Search

Surf Life Saving Australia

Name	Club	Age	Qualifi

**Officials**

Name	Club
Adam Weir	Cronulla
Carl Briscoe	South Maroubra
Grant Rutherford	South Maroubra
Peter Steenson	South Maroubra
Andrew Newrick	South Maroubra
Nicole Cooney	South Maroubra

[-](#) [Edit](#)

Revision: 3 — Last modified: 10 December 2020

## 7.4 Managing Officials Attendance

### Run – Officials Attendance

This page helps the user mark attendance of all Officials entered into an Event on a daily basis starting from the Event start date to the Event end date.

Since Officials can have multiple Official roles & areas and users can switch/alter their roles & areas during the Event time, the attendance marked on this page will be for the Official roles each member holds at the time of the attendance sign in.

#### Notes:

- You can not back date the page to mark off attendance.
- If the user arrives on this page before or after the event start date, then the page will be in disabled mode with an alert saying "You cannot mark attendance before/after the event start date."

This page (based on the date) displays all Officials entered into the Event showing:

- Event details
- Date selector
- Attendance – to mark daily attendance (Officials Name, Organisation, Start Time, End Time, Sign In)



Action button, Roles & Area) **Roles & Areas** – this column display's a link called 'Info'. Upon clicking this link a pop-up will be displayed the following information: \* Official role – header with the list of roles official roles that the member is currently holding in the event \* Area – header with the list of areas that are currently assigned to the member

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HOME Event Contests Participants Finance Run Results Reports

Mark-off Official Attendance Rounds Round Draw

YR test 09122020

Event Details

Name: YR test 09122020  
Start Date/Time: 09 Dec 2020 01:10 PM  
End Date/Time: 16 Dec 2020 11:01 AM

Select Date 10/12/2020

Attendance

Name	Organisation	Start Time	End Time	Action	Roles & Areas
Adam Weir	Cronulla	11:40:53		Sign out	Info
Carl Briscoe	South Maroubra	11:36:50	11:45:05	Sign out	Info
Nicole Cooney	South Maroubra	11:59:49		Sign out	Info
Andrew Newrick	South Maroubra	11:59:53	11:59:54	Sign out	Info
Grant Rutherford	South Maroubra	11:59:50		Sign out	Info
Peter Steenson	South Maroubra	11:59:52		Sign out	Info

Print

Grant Rutherford

Official Roles

- Technical Official

Official Areas

- Beach Area 1
- Board Area 1

#### 4. Option to print the attendance report.

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Mark-off Official Attendance Rounds Round Draw

YR test 09122020

Event Details

Name: YR test 09122020  
Start Date/Time: 09 Dec 2020 01:10 PM  
End Date/Time: 16 Dec 2020 11:01 AM

Select Date 10/12/2020

Attendance

Name	Organisation	Start Time	End Time	Action	Roles & Areas
Adam Weir	Cronulla			Sign in	Info
Carl Briscoe	South Maroubra			Sign in	Info
Nicole Cooney	South Maroubra			Sign in	Info
Andrew Newrick	South Maroubra			Sign in	Info
Grant Rutherford	South Maroubra			Sign in	Info
Peter Steenson	South Maroubra			Sign in	Info

Print

#### How the attendance is recorded:

1. When the start time is not yet recorded for an official for the current day, then the action button will say **Sign in**.

It means – when the page is opened for the first time for the day then all officials will have blank values in the start and end time fields and the action button against every official will say “Sign in”.

Click the '**Sign In**' button for an Official to record the start time for that Official for that day

2. The recorded time will be displayed in the 'Start Time' field.

3. As soon as the start time is recorded the action button will change its text to 'Sign Out'.

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HOME Event Contests Participants Finance Run Results Reports

Mark-off Official Attendance Rounds Round Draw

YR test 09122020

Event Details

Name: YR test 09122020  
Start Date/Time: 09 Dec 2020 01:10 PM  
End Date/Time: 16 Dec 2020 11:01 AM

Select Date 10/12/2020

Attendance

Print

Name	Organisation	Start Time	End Time	Action	Roles & Areas
Adam Weir	Cronulla	11:40:53		Sign out	Info
Carl Briscoe	South Maroubra	11:36:50		Sign out	Info
Nicole Cooney	South Maroubra			Sign in	Info
Andrew Newrick	South Maroubra			Sign in	Info
Grant Rutherford	South Maroubra			Sign in	Info
Peter Steenson	South Maroubra			Sign in	Info

4. To Sign an Official out click on the action button '**Sign Out**'

5. The current system's time will be recorded as the end time for the Official for that day and the recorded time displayed in the 'End Time' field.

6. After recording the end time for an official for that day, the action button will disabled for the remaining day.

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HOME Event Contests Participants Finance Run Results Reports

Mark-off Official Attendance Rounds Round Draw

YR test 09122020

Event Details

Name: YR test 09122020  
Start Date/Time: 09 Dec 2020 01:10 PM  
End Date/Time: 16 Dec 2020 11:01 AM

Select Date 10/12/2020

Attendance

Print

Name	Organisation	Start Time	End Time	Action	Roles & Areas
Adam Weir	Cronulla	11:40:53		Sign out	Info
Carl Briscoe	South Maroubra	11:36:50	11:45:05	Sign out	Info
Nicole Cooney	South Maroubra			Sign in	Info
Andrew Newrick	South Maroubra			Sign in	Info
Grant Rutherford	South Maroubra			Sign in	Info
Peter Steenson	South Maroubra			Sign in	Info

\*Notes: \*

If no **Sign Out** time is recorded for a signed-in Official then the system will automatically Sign them out with a timestamp of 23:59 as an end time for that day.

When the attendance is marked for a single official then it will be marked against all the official roles that the member had during the sign-in time. Also, it will save the areas for that day that are assigned to the Official at the time of "Sign-in".

**Printing Attendance Report** from Run – Officials Attendance Page.

There is a print option located Top right of screen. Click 'Print' and users are given the following print options:

☐ Include State/Branch  
☐ Show data only with attendance  
 Show data: ☒ By Official  
                   ☐ By Date  
  
 Print: ☐ as CSV  
          ☒ as PDF  
  

Show Report

- Include Officials Branch/State Name (CSV Print output Only)
- Show data only with attendance – If this is checked then report will only include records with actual attendance values.
- Show data only with attendance – unchecked: the attendance record should be printed by default from the start and end date of the event which will include records with blank attendance.
- Show data – report will be by Officials or by Event Date. (Using the Date option will give you a list of all signed in and out Officials for that day.
- Print Output options – CSV or PDF

The report will include the following:

- Event name, start date, end date, generated on (date and timestamp of report retrieval)  
If report is fetched by selecting '**By Official**' you will see
- Date
- Official Role – Multiple roles separated by a comma, roles that were assigned to the member for that respective date.
- Areas – multiple areas separated by a comma, areas that were assigned to the member for that respective date.
- Start time
- End time

If report is fetched '**By Date**' you will see:

- Official name
- Organisation name (Both CSV & PDF)
- Official Role – Multiple roles separated by a comma, roles that were assigned to the member for that respective date.
- Areas – multiple areas separated by a comma, areas that were assigned to the member for that respective date.

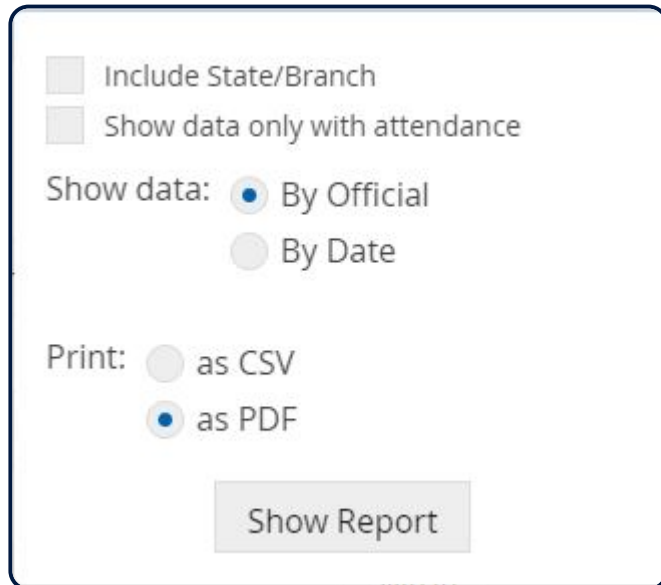
- Start time
- End time

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## 7.5 Officials Attendance Report

**Printing Attendance Report** ('Run' – 'Officials Attendance' Page).

There is a print option located Top right of screen. Click 'Print' and users are given the following print options:



The screenshot shows a modal dialog box with a white background and a dark border. It contains the following elements: two unchecked checkboxes at the top labeled 'Include State/Branch' and 'Show data only with attendance'; a 'Show data:' section with two radio buttons, 'By Official' (which is selected) and 'By Date'; a 'Print:' section with two radio buttons, 'as CSV' and 'as PDF' (which is selected); and a 'Show Report' button at the bottom right.

- Include Officials Branch/State Name (CSV Print output Only)
- Show data only with attendance – If this is checked then report will only include records with actual attendance values.
- Show data only with attendance – unchecked: the attendance record should be printed by default from the start and end date of the event which will include records with blank attendance.
- Show data – report will be by Officials or by Event Date. (Using the Date option will give you a list of all signed in and out Officials for that day.
- Print Output options – CSV or PDF

The report will include the following:

- Event name, start date, end date, generated on (date and timestamp of report retrieval)  
If report is fetched by selecting '**By Official**' you will see
- Date
- Official Role – Multiple roles separated by a comma, roles that were assigned to the member for that respective date.
- Areas – multiple areas separated by a comma, areas that were assigned to the member for that respective date.
- Start time

- End time

If report is fetched '**By Date**' you will see:

- Official name
- Organisation name (Both CSV & PDF)
- Official Role – Multiple roles separated by a comma, roles that were assigned to the member for that respective date.
- Areas – multiple areas separated by a comma, areas that were assigned to the member for that respective date.
- Start time
- End time

*Revision: 5 — Last modified: 10 December 2020*